

EL DORADO IRRIGATION DISTRICT
Class Specification

CLASS TITLE: Finance Assistant I/Finance Assistant II

DEFINITION

Under supervision performs responsible clerical work involving financial record keeping and customer service; reviews, researches and reconciles utility bills; processes invoices; processes financial and statistical documents such as accounts payable, accounts receivable, and purchase orders; and receives and reconciles revenues and disbursements.

DISTINGUISHING CHARACTERISTICS

Finance Assistant I - This is the entry level class in the Finance Assistant series. Positions in this class typically have little or no directly related work experience. The Finance Assistant I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Finance Assistant II - This is the journey level class in the Finance Assistant series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

This class is distinguished from the Senior Finance Assistant in that the latter performs the most difficult and responsible types of duties assigned to classes within this series and provides technical and functional supervision over assigned staff.

SUPERVISION RECEIVED AND EXERCISED

Finance Assistant I

Receives immediate supervision from an assigned supervisor or manager; may receive technical and functional supervision from a Senior Finance Assistant.

Finance Assistant II

Receives general supervision from an assigned supervisor or manager; may receive technical and functional supervision from a Senior Finance Assistant.

EXAMPLES OF ESSENTIAL DUTIES: *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

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Receives and responds to customer inquiries and questions regarding utility bills and service outages; processes payments; and adjustments; researches and resolves payment discrepancies; resolves customer complaints.

Maintains customer account information; coordinates field requests from the public and internal staff including re-reads, final reads, reconnection, disconnections and leak detection.

Analyzes and researches discrepancies in financial documents and transactions.

Processes purchase orders; researches and resolves discrepancies; collects proper documentation and ensures timely payment.

Processes invoices including reviewing for accuracy, collecting appropriate documentation and entering into financial system; seeks authorization for payment, researches invoice discrepancies, monitors proper expenditure coding and edits and adds blanket purchase orders.

Balances vendor payments; researches and resolves discrepancies.

Processes and audits timesheets for payroll purposes.

Classifies and posts expenditures and revenues to appropriate budgetary accounts; maintains records; reconciles financial reports.

Receives financial and statistical documents; screens for accuracy and adherence with District policies and procedures.

Prepares financial and statistical reports and summaries; recommends improvements to financial record keeping procedures and systems.

Processes petty cash reimbursements; balances and maintains petty cash funds.

Enters and maintains journey entry files, computerized and manual files, logs and records.

Receives and schedules reservations for the use of District recreation facilities; updates reservation procedures and logs; receives and processes payments.

Operates standard office equipment including word processing applications as assigned; performs duties using spreadsheet programs and other applications specific to assigned operations.

Prepares a variety of letters, correspondence and transmittals; prepares desk manuals and documents operating procedures related to areas of assignment.

Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Performs related duties as assigned.

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QUALIFICATIONS

Finance Assistant I

Knowledge of:

Methods, practices and terminology used in financial record keeping. Mathematical calculations related to financial record keeping. Principles of customer service. Modern office procedures, methods, and computer equipment.

Skill/Ability to:

Perform routine accounting support work including the processing of accounts payable and accounts receivable. Learn policies and procedures of assigned function. Verify and check files and data. Accurately perform routine mathematical calculations. Effectively use a personal computer and office equipment necessary for successful job performance. Ability to maintain reliable attendance is a condition of employment, subject to applicable medical and disability leave laws. Establish and maintain effective working relationships with those contacted in the course of work. Communicate clearly and concisely, both orally and in writing. Intermittently, review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff. On a continuous basis, sit at desk and/or stand at counter for long periods of time; intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; lift or carry weight of 10 pounds or less.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

One year of clerical accounting experience is desirable.

Education:

Equivalent to completion of the twelfth grade.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Finance Assistant II

In addition to the qualifications for the Finance Assistant I:

Knowledge of:

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Advanced customer service practices. Principles and practices of accounts receivable, accounts payable, and financial record keeping. Billing and collection practices and procedures using an automated computer based system. Basic research techniques.

Skill/Ability to:

Perform difficult clerical accounting duties associated with the maintenance of journals, accounts receivable, accounts payable, purchasing, and maintenance of financial records and reports. Review financial documents for accuracy and adherence to District policies and procedures. Carry out proper steps to ensure timely payments. Apply financial and statistical record keeping principles to the maintenance of statistical, accounting and financial transactions. Perform quick and accurate data entry. Research and resolve financial discrepancies. Understand, interpret and apply District policies and procedures. Resolve customer service issues. Effectively use a personal computer and office equipment, including accounting applications, necessary for successful job performance.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible experience similar to Finance Assistant I with the El Dorado Irrigation District.


Education:

Equivalent to completion of the twelfth grade.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

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|  _____ Human Resources Authority | <u>04/15/2017</u> Date |
| Established: 08/18/2009 Revised: 04/15/2017 FLSA: Non-Exempt Unit: Non-Safety | |