

EL DORADO IRRIGATION DISTRICT
Class Specification

CLASS TITLE: Senior Finance Assistant

DEFINITION

Under direction organizes, assigns and reviews the work of assigned personnel engaged in financial record keeping and customer service duties including the receipt and processing of utility bills, processing of invoices, accounts payable and accounts receivable; performs duties requiring specialized knowledge; and provides administrative support to assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Finance Assistant series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including providing technical and functional supervision over assigned personnel and perform the more difficult and complex customer service functions, process utility bill adjustments, and research information for the preparation of statistical and financial reports. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned supervisor or manager. Exercises technical and functional supervision over assigned Finance Assistants.

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

Plans, prioritizes, and reviews the work of staff assigned to a variety of responsible clerical accounting functions including the processing and reconciliation of accounts payable and accounts receivable and preparation of financial and statistical documents.

Develops schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.

Participates in evaluating the activities of staff, recommending improvements and modifications.

Provides and coordinates staff training; works with employees to correct deficiencies.

Prepares and drafts correspondence, reports, forms and specialized documents for customer use and in response to customer inquiries.

Runs daily and weekly audits of accounts to ensure they are activated and terminated properly; researches and resolves errors and discrepancies.

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Reviews and processes water and sewer adjustments in accordance with District regulations and policies.

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.

Researches and compiles information and data for statistical and financial reports, charts, and other District and department use; compiles and tabulates statistical data; creates and maintains a variety of spreadsheets.

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.

Researches and reviews a variety of documents, historical data, billing and account statements and related information to properly respond to customer questions and concerns.

Maintains content of District's customer database and information billing system; performs system tests and maintenance functions.

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

Receives and processes permits and maintains Temporary Fire Hydrant accounts; prepares and processes bills for consumption; opens and closes customer accounts; balances deposits collected.

Works with other District departments in researching and resolving billing issues.

Processes liens to be recorded and released; processes bankruptcy paperwork and accounts; negotiates payments.

Performs the most difficult work related to financial and statistical record keeping and customer service functions.

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

Knowledge of:

Principles and practices of technical and functional supervision and training. Billing and collection practices and procedures using an automated computer based system. Advanced customer service practices. Basic accounting principles. Basic research techniques. Basic mathematics. Modern office procedures, methods, and computer equipment. English usage, spelling, grammar and punctuation.

Skill/Ability to:

Provide technical and functional supervision over assigned staff; effectively train staff. Perform the most complex clerical accounting duties associated with the maintenance of journals, accounts receivable, accounts payable, and maintenance of financial records and reports. Review financial documents for accuracy and adherence to District policies and procedures. Resolve the more complex customer service issues. Effectively research and resolve billing and/or invoicing discrepancies. Understand, interpret and apply District policies and procedures. 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. Ability to maintain reliable attendance is a condition of employment, subject to applicable medical and disability leave laws. 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/or 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 journey experience similar to Finance Assistant II with the El Dorado Irrigation District.

Education:

Equivalent to the 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	