

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

## ACCOUNTING ASSISTANT I

---

DEPARTMENT: ADMINISTRATION

FLSA OVERTIME STATUS: NON-EXEMPT

BARGAINING UNIT: OPERATING ENGINEERS LOCAL 3

APPROVED BY BOARD OF DIRECTORS – 11-20-2013

---

**SUMMARY:** To perform professional accounting and financial recordkeeping work; to assist in the preparation of financial statements, documents, analyses and reports; to personally perform complex and detailed accounting work; and to perform other job related work as required.

**SUPERVISION:** Receives direct supervision from the Director of Administration.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be required and assigned.

- Performs a variety of technical and specialized financial, personnel, budgetary and statistical recordkeeping work in District general ledger, accounts payable and receivables, water billing, payroll, and budget activities;
- assists in the establishment of forms and procedures relating to financial recordkeeping methods;
- gathers and organizes data to assist District management in the preparation of reports and recommendations; assists in the preparation of special financial, statistical, budgetary and analytical studies and reports;
- performs duties involving the receipt, balancing and posting of cash funds; gathers, assembles, tabulates, checks and files financial data;
- performs the duties of other office support staff in a backup and fill-in capacity as needed.

**DISTINGUISHING CHARACTERISTICS:**

This is the trainee and first working level in the Accounting class series. Incumbents in this class work under supervision in any of the work areas specified in the definition above. They perform less complex tasks and receive on-the-job training in the performance of more complex duties. Incumbents will be assigned specific duties according to the District's needs and the individual's ability. As an incumbent gains skill and performs more difficult

work through experience and training and a desired level of proficiency is reached, promotion to a higher level classification can be reasonably expected.

**QUALIFICATION REQUIREMENTS:**

Knowledgeable in procedures, policies, rules and practices affecting the development, maintenance and control of fiscal and personnel recordkeeping systems. Practices of financial, personnel and statistical recordkeeping, including automated accounting and bookkeeping systems. Basic budget preparation procedures. Filing methods and procedures. Correct English usage, spelling, grammar and punctuation. Basic governmental accounting principles and procedures. Modern office practices, procedures and equipment.

Ability to perform a variety of arithmetical calculations with speed and accuracy. Interpret and apply laws, regulations and policies. Maintain cooperative working relationships with those contacted in the course of the work. Carry out directions independent of close supervision. Operate computer and related accounting and office support software.

**EDUCATION AND/OR EXPERIENCE:**

Any combination of training and experience providing the required knowledge and ability is qualifying. A typical way to obtain this knowledge and ability would be:

Minimum Education: High School diploma and/or equivalent.

Two years of technical experience in financial, accounting, personnel or statistical recordkeeping activities; *or*

Possession of a two year college degree with a major emphasis in accounting, business management, or a closely related field (Two years of experience performing comparable duties to this position may be substituted for the college degree).

**LICENSE AND/OR CERTIFICATES:**

Possession of the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards are a condition of continuing employment.

**PHYSICAL DEMANDS:**

Ability to operate a variety of automated office machines; reasonable typing and writing skills; exert light physical effort in sedentary to light work involving sitting most of the time, but may involve walking or moving from one area to another or standing for brief periods of time.

Ability to exert negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

The employee must occasionally lift and/or move up to 25 pounds.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.