



## ACCOUNTANT ASSISTANT

### Definition

Under limited supervision, an Accountant Assistant performs a variety of accounting functions for a Fiscal Resources Department; or performs specialized accounting tasks in processing progress payments in support of construction operations.

### Distinguishing Characteristics

This is the paraprofessional level in the Accounting series. Under the supervision of a professional accountant or a supervisory level class, incumbents prepare complex financial and statistical reports and summaries; research and verify a wide variety of raw data and subsidiary reports; apply accounting controls in an established complex accounting system; and extract and compile records.

The Accountant Assistant is distinguished from the higher classification of Accountant I in that the Accountant Assistant performs advanced accounting support functions. The Accountant I performs entry-level professional accounting tasks according to Generally Accepted Accounting Principles (GAAP). The Accountant Assistant is distinguished from the lower level of Account Clerk II in that the Account Clerk II performs difficult and varied accounting clerical work such as compiling, verifying, and summarizing moderately complex financial and statistical data from a wide variety of sources, and maintaining budget controls for several small units or projects.

### Typical Tasks

- Prepares periodic reports and spread sheets of reimbursement claims in conformance with contractual requirements of outside funding sources by compiling fiscal data from a variety of records, including personnel records, contractual funding data, and computer printed budgetary reports;
- Breaks down and reconstructs detailed budget expenditures and encumbrances data into categories and formats requested by the state or other funding agencies;
- Meets critical deadlines;
- Maintains detailed records for scheduled reports;
- Determines appropriate budget category for assigning expenditures, revenue and general ledger transactions;
- Maintains manual warrant registers and prepares manual payment warrants; generates payment proof reports and check runs;
- Researches, compiles, and produces accounting reports and summaries for special projects at the request of accountants;
- Maintains and verifies a variety of data, including data input, in the Enterprise Resource System such as vendor data, customer data, employee data etc.;
- Consults with bank personnel, contractors, construction inspectors, and finance managers to gather information and to resolve imbalances and other discrepancies;



- Prepares journal vouchers and other accounting system input documents;
- Reconciles complex data including payments made for garnishments, employee pay, deductions, taxes, accruals, benefits, and other accounts; reconciles payments to vendors for goods and services including contracts;
- Performs a variety of activities in the Ticket Tracking System, including setting up and maintaining consignee accounts, processing invoices, processing ticket mail outs, reconciling ticket accounts and inventory, and other ticket related activities;
- Prepares a variety of financial documents and other types of media for electronic transfer payments to transmit payroll data and other fiscal transactions;
- Receives progress payment documents from construction inspectors, reviews documents for completion, and then verifies that the work activities and quantities match with the bid document work activities and quantities;
- Generates progress payment requests;
- Verifies data input into systems;
- Sets up and maintains physical and data base records;
- Reviews Extra Work Orders and ensures that the documentation is in order and is complete;
- Completes final close-out activities of progress payment reports;
- Explains departmental procedures and practices to others;
- May assist in the training of subordinate, new or temporary personnel;
- Notifies accountants and managers of imbalances and discrepancies which may result in accounting system problems;
- May perform office clerical functions, as necessary;
- Performs related duties as required.

### **Employment Standards**

Sufficient education, training, and experience which demonstrates the ability to perform the above tasks and possession of the knowledge and abilities listed.

Development of the required knowledge, skills, and abilities is typically obtained through a combination of training, education, and experience equivalent to the 12<sup>th</sup> grade, one (1) year of college level elementary accounting courses, **and** three (3) years of experience compiling and maintaining a wide variety of complex fiscal or statistical data and controls, at least one year of which should have been at a level equivalent to the Account Clerk II at VTA.

### **Knowledge of:**

- Advanced clerical principles and procedures, record keeping systems, and elementary accounting principles and methods;
- Basic office administrative practices and procedures, including the operation of common office equipment such as typewriters, calculators, copy machines, facsimiles, and personal computers (with common software programs such as word processing, data base, and spreadsheet software);



- Basic mathematics;
- General customer service.

**Ability to:**

- Maintain and control complex financial or statistical data and records;
- Perform required tasks accurately and in a timely manner;
- Reconcile accounting reports, and reconstruct complex accounting record trails in order to locate and correct errors or reasons for imbalance;
- Prepare accurate accounting reports and summaries from complex instructions;
- Perform arithmetical computations rapidly and accurately;
- Independently adapt or devise methods to verify and double-check complex and changing data from various sources;
- Learn and apply departmental clerical accounting controls and procedures;
- Maintain attention to detail and accuracy while meeting critical deadlines;
- Operate modern office equipment, including personal computers, and maintain records on a computerized data base;
- Organize work, set priorities, and adjust to frequently changing priorities, meet critical deadlines, and follow up on assignments with a minimum of supervision;
- Learn specialty software programs specific to the unit;
- Work independently and as a member of a team;
- Establish and maintain effective relationships with those contacted in the course of work.