

**CITY OF DIXON
POSITION DESCRIPTION**

POSITION/TITLE: Accounting Assistant/Administrative Specialist
DEPARTMENT: Finance/Customer Support Center
UNION: N/A
FLSA CLASS: Non-Exempt
PAY GRADE: 4

JOB SUMMARY:

The Accounting Assistant/Administrative Specialist works under supervision of the Finance Director and Office Manager and performs general accounting work for all the City's funds and accounts including payroll, accounts receivable, audit preparation, computer software oversight and other various City administrative functions.

SUPERVISION:

This position has no supervisory responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This description should not be construed to contain every function/responsibility that may be required to be performed by an employee in this job. Employees are required to perform other related essential and additional functions as assigned. Job functions are not necessarily listed in priority order.

- Maintains, examines and reconciles general ledger accounting and supporting records, documents and financial data; ensures compliance with established procedures and guidelines.
- Assists in coordinating the annual audit, prepares audit workpapers and supporting schedules.
- Prepares a variety of monthly, annual and periodic reports outlining and analyzing pertinent financial information. Reviews and analyzes ledgers for unusual and/or incorrect entries and prepares journal entries as needed.
- Reconciles bank statements on a monthly basis.
- Prepares monthly, quarterly and annual federal and state payroll forms and reports.
- Works with the financial software vendor to ensure that the City's financial software system is operating accurately and efficiently.
- Maintain, invoice and reconcile accounts receivable for all funds, including verifying adjustments.

- Verify financial accuracy of invoices payable and initiate correction if necessary. Coordinate proper approval of payment requests and travel reimbursements and input into accounting system. Maintain W-9's and prepare 1099s.
- Assists the Director with grant tracking and reporting.
- Perform cashiering services including entering mail and balancing receipts.
- Responds to citizens and other telephone calls, emails, and correspondence of various complaints, inquiries, and regulatory issues; resolves issues where possible and/or referral of services and functions; advises citizens of city policy and procedure for the Utility billing and Finance functions
- Backup to Payroll
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate's degree (A. A.) or equivalent in Accounting or Business Administration or more than four years of related experience required.

Knowledge of modern accounting and bookkeeping practices, procedures, and methods.

Knowledge of computer systems and their use including Microsoft Office products.

Ability to meet specific deadlines. Ability to be flexible and to manage and prioritize tasks.

Ability to maintain records and prepare reports from such records.

Ability to understand and follow oral and written instructions.

Ability to deal tactfully and effectively with the general public and to convey concise and accurate explanations of policies, procedures, and requirements.

Ability to interact well with other employees in an office environment. Ability to work as a member of a team and to show courtesy, consideration and respect for others.

Ability to display exceptional customer service.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job during a full duty day or shift. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee is required to sit, talk, and hear. Employee is required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

Employee is required to use cognitive ability to reason, analyze, and verbalize thoughts and ideas.

Employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Employee must be available and present for work as scheduled.

Employee must perform all functions of the job safely and efficiently at all times in compliance with all safety regulations and policies for the safety and welfare of the employee, co-workers, and the public.

WORK ENVIRONMENT:

The work environment characteristics described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a typical office environment that requires ability to use and operate a personal computer and peripherals, telephone, photocopy machine, and calculator.

The noise level in the work area is usually moderately quiet.
