

Employment Opportunity

City of St. Helena, California

Accounting Assistant I or II DOQ (Utility Billing)*

Salary Range: \$44,221 - \$61,972 annually *
(\$3,685–\$5,164 monthly) plus benefits

**Note current position and salary are under review with a Classification & Compensation Study. It is anticipated that there will be a classification change and salary adjustment when the study is complete.*



ABOUT THE OPPORTUNITY

The City will be establishing a pool of qualified applicants and will place the top candidate in the position. The remaining candidates will be placed on an eligibility list for one year that will be used for any future vacancies in this classification series. The open position is daytime, Monday-Friday, full-time, and benefited position subject to a 12-month probationary period.

Application Deadline:

Open Until Filled
First review, Friday, November 15, 2019

The City of St. Helena has an exciting opportunity to fill a position in the Finance Department. This is a great opportunity to become part of a Customer Service focused team of dedicated individuals that take pride in serving the local community.

Distinguishing Characteristics: The **Accounting Assistant I** is the entry level class in the accounting support series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine accounting support and customer service duties while learning City policies and procedures. As experience is gained, there is greater independence of action within established guidelines. The Accounting Assistant I receives direction from the Finance Director, or designee.

The **Accounting Assistant II** is the journey level class in which incumbents are expected to perform the full scope of financial record keeping transactions, payroll, accounts payable, customer service functions and related support duties with minimum supervision. Assignments are characterized by the presence of fairly clear guidelines from which to make decisions and the availability of supervision when required. This classification is distinguished from the next higher classification of Accounting Assistant III in that the latter is responsible for the more advanced duties within the department. Receives general supervision from the Finance Director or designee. May exercise technical and functional supervision over assigned staff.

Examples of Duties: (include but are not limited to the following)

- ◆ Operates cash register, acts as front counter staff.
- ◆ Receives the public, answers questions and processes requests, responds to inquiries from customers and others and refers, when necessary, to appropriate persons.
- ◆ Prepares, processes, maintains and verifies purchasing, financial and accounting documents and records.
- ◆ Performs accounting and financial office support work in areas such as cashiering, accounts receivable, utility billing, fixed assets and business licenses.
- ◆ Provides information to the public and City staff requiring the use of judgment and the interpretation of a variety of policies, rules and procedures; processes outgoing mail.
- ◆ Receives payments, issues receipts, balances cash and prepares bank deposits.
- ◆ Performs data entry and posts receipts to various City accounts and funds.
- ◆ Maintains and files various documents and records. May perform a variety of general office support functions, including typing, record keeping, proofreading and forms and report generation.
- ◆ Prepares financial, statistical or operational reports as assigned.
- ◆ Prepares accounts receivable billings and reconciliation.
- ◆ Verifies incoming revenue from various City departments and other agencies.
- ◆ Processes all utility billing and utility customer requests.
- ◆ Maintains posting of payments.
- ◆ Works with the Water Department to process monthly meter reads and customer requests.
- ◆ Generates new utility billings and past due notices.
- ◆ Prepares monthly utility billing reports and reconciliations.

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

- ◆ Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

Ability to:

- ◆ Prepare, maintain and reconcile various financial, accounting and statistical records.
- ◆ Perform cashiering duties accurately.
- ◆ Perform mathematical calculations quickly and accurately.
- ◆ Interpret, explain and apply applicable laws, codes and regulations.
- ◆ Read, interpret and record data accurately.
- ◆ Organize, prioritize and follow-up on work assignments.
- ◆ Work independently and as part of a team.
- ◆ Make sound decisions within established guidelines.
- ◆ Analyze a complex issue, and develop and implement an appropriate response.
- ◆ Follow written and oral directions.
- ◆ Observe safety principles and work in a safe manner.
- ◆ Communicate clearly and concisely, both orally and in writing.
- ◆ Establish and maintain effective working relationships.

Knowledge and Skills:

- ◆ Principles and practices of financial record keeping, report writing, bookkeeping and basic governmental accounting.
- ◆ Basic principles of mathematics.
- ◆ Applicable federal, state and local laws, codes and regulations.
- ◆ Methods and techniques of scheduling work assignments.
- ◆ Standard office procedures, practices and equipment.
- ◆ Modern office equipment including a computer and applicable software.
- ◆ Methods and techniques for record keeping and report preparation and writing.
- ◆ Proper English, spelling and grammar.
- ◆ Occupational hazards and standard safety practices.
- ◆ Operate an office computer and a variety of word processing, spreadsheet and software applications, including billing and financial systems.

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Accounting Assistant I/II**. A typical way of obtaining the required qualifications is one year of experience in a general office setting with an emphasis on customer service. Experience within a public sector agency is desirable. Graduation from High School or possession of a GED. One year of college level course work in accounting or financial record keeping is highly desirable.

In addition, **Accounting Assistant II** two years of general clerical experience, including financial or statistical record keeping, cashiering or payroll equivalent to that of an Accounting Assistant I in the City of St. Helena.

There is a no smoking policy in effect within the City offices and vehicles. St. Helena is an equal opportunity employer. The City of St. Helena will require documentation of the legal right to work in the United States as required by the Immigration Reform and Control Act upon hire.

Contact:

City of St. Helena Human Resources Department
1480 Main Street, St. Helena CA 94574
Telephone: (707) 967-2737 | www.cityofsthelena.org

License/Certificate:

Possession of, or the ability to obtain, a valid Class C California driver's license.

Application and Selection Procedure:

To apply please go to <https://www.calopps.org/st-helena/job-19930641> to submit the following:

- ◆ City application form
- ◆ Supplemental Questionnaire
- ◆ Cover Letter
- ◆ Detailed resume

Please note: you will complete the application and supplemental questionnaire with the application process on Calopps.org and will upload your resume and cover letter. Failure to submit **all four** required documents will be considered an incomplete application and will not be considered for this position.

All resumes will be reviewed to select those applicants whose training and experience most closely match the requirements of this position. A limited number of qualified applicants possessing the most desirable qualifications may be invited to participate in the subsequent phase of the evaluation process which may include interviews, written exercises, or simulated work problems. Note: Meeting the minimum qualifications does not guarantee advancement in the selection process.

Benefits:

- ◆ CalPERS defined benefit retirement: 2.0% at 60 formula for current members; 2.0% at 62 for new members. The employee is responsible for payment of the employee share of the pension cost. City employees also participate in the Social Security system
- ◆ City-paid health, dental and vision insurance coverage for employee and dependents
- ◆ Vacation accrues at varying rates for full-time employees. The beginning accrual rate is generally ten working days per year, increasing with tenure
- ◆ Twelve holidays annually
- ◆ Two personal convenience days per year (increases to five day after five years).
- ◆ Sick leave (twelve days per year)
- ◆ \$25,000 Life Insurance
- ◆ Deferred Compensation Plan
- ◆ Dependent Care program
- ◆ Healthcare Flexible Spending Account
- ◆ Employee Assistance program
- ◆ Bereavement Pay - 3 days in state/5 days out of state
- ◆ Longevity Pay
- ◆ Bilingual Pay

Compliance with Americans with Disabilities Act (ADA): With prior notice to the Personnel Department regarding testing or job performance modifications, the City will make every attempt to offer reasonable accommodations for qualified applicants and employees with disabilities.