



## **ACCOUNTING ASSISTANT**

### General Statement of Duties

Performs intermediate technical work involving the preparation and/or maintenance of fiscal or related records.

### Distinguishing Features of the Class

An employee in this class is responsible for a variety of paraprofessional accounting tasks involving data entry, utility billing and associated functions, purchasing and associated functions, handling accounts payables and receivables, assisting with the year-end audit procedures, generating a variety of financial reports and performing accounting tasks associated with the Harbor Authority. Work is performed under the regular supervision of the Assistant Finance Director, and is evaluated through observation, conferences, reports, review of work, feedback from departments, and audit of the records by an external auditor.

### Duties and Responsibilities

#### Essential Duties and Tasks

- Assists with utility billing when required; helps Customer Service Representatives when required.
- Reconciles the utility subsystem to the general ledger; researches and resolves any conflicts between various accounts.
- Generates Late Fee reports; applies Late Fees to delinquent utility accounts monthly.
- Answers telephone; receives and responds to customer inquiries or complaints regarding utility bills and other collectibles in person or via telephone.
- Prepares adjustments to accounts; processes, prints and mails corrected bills to customers.
- Balances daily cash and processes bank deposit.
- Sets up new service for customers; processes and enters final account information; processes final billing.
- Identifies customers for shut off; prepares and processes associated correspondence.
- Maintains water deposit records; balances records with general ledger.
- Prints, folds and stuffs monthly delinquent water notices and mails.
- Adjusts bills for leaks, incorrect meter readings, etc.
- Enters meter readings or downloads from handheld meter reading computers.
- Reviews billing register; prints, folds and stuffs bills.
- Transmits bank draft payments.

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- Processes requisitions to purchase orders; keys purchases orders for departments as needed; makes required changes; posts all purchase orders in AS400 system; forwards purchase orders to vendors; maintains spreadsheet on outstanding purchase orders; maintains vendor files and lists; verifies proper authorization and accompanying contracts where required.

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- Ensures that competitive price quotes are received from assigned vendors (at least three) and then places the order with the lowest price received; codes all invoices that arrive and post to the General Ledger.
- Enters and updates vendors in the computer system; assigns vendor numbers; obtains W-9 information for new vendors; prepares and mails 1099 statements.
- Maintains inventory of and orders various office supplies; distributes orders to departments; performs annual physical inventory and reconciles/balances account.
- Attends monthly Harbor Authority meetings; maintains meeting minutes; prepares and sends out monthly meeting agenda and maps.
- Generates and mails monthly harbor lease billing; generates and mails delinquent notices.
- Informs Harbor Authority of any maintenance issues (dock repairs, electrical issues, gravel, etc.)
- Codes all Harbor invoices for Accounts Payable.
- Provides Harbor Authority with monthly expenditure reports.

Additional Job Duties

- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

- General knowledge of business English and spelling.
- Thorough knowledge of department operations, functions, policies, and procedures.
- Thorough knowledge of governmental accounting principles, policies, procedures and practices.
- Thorough knowledge of bookkeeping terminology and methods.
- Thorough knowledge working with various types of standard accounting software.
- Ability to operate a variety of accounting, office and data entry equipment.
- Ability to make arithmetic computations using whole numbers, fractions and decimals.
- Ability to compute rates, ratios and percentages.
- Ability to understand and apply governmental accounting practices in the maintenance of financial records.
- Ability to communicate effectively in oral and written forms.
- Ability to establish and maintain effective working relationships with associates, vendors, coordinating agencies and the general public.

Physical Requirements

- Work requires the occasional exertion of up to 25 pounds of force.

- Work regularly requires sitting, standing, kneeling, stooping, crouching, speaking or hearing, using hands to finger, handle or feel and repetitive motions.
- Frequently requires reaching with hands and arms and occasionally requires walking, lifting, pushing and pulling.
- Visual acuity is required for close vision and distance vision.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and detailed or loud talking to convey detailed or important spoken instructions to other accurately, loudly or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires preparing and analyzing written or computer data.
- Work occasionally requires the employee to work in high, precarious places.
- Work has no exposure to environmental conditions.
- Work is generally in a moderately noisy location (e.g. business office, light traffic).

#### Desirable Education and Experience

Graduation from a two-year college with a degree in business, accounting or finance and moderate experience in related field; or equivalent combination of education and experience.

#### Special Requirements

Possession of a valid North Carolina driver's license upon hire.

Obtain N.C. Notary Certification within six months of employment.

Complete Introduction to Purchasing at the UNC School of Government within one year of employment.

Complete Intermediate Purchasing Training at the UNC School of Government within two years of employment.

Complete designated Customer Service Training within one year of employment.

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Special Note: This generic class description gives an overview of the job class, its essential job functions, and recommended job requirements. However, for each individual position assigned to this class, there is available a completed job questionnaire with a physical abilities checklist which can give further details about that one specific position. Those documents should be reviewed before initiating a selection process. They can provide additional detailed information on which to base various personnel actions and can assist management in making legal and defensible personnel decisions.