

## Accounting Assistant II

**FLSA Status: Non-Exempt**

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### Summary

Under direction of the Controller, provides accounting and fiscal support, including budget tracking, income and expenditure reports, revenue billing and collection, payroll, reviews and reconciles a variety of complex financial transactions for the Peninsula Library System and its multiple contracted agencies.

*Distinguished from the Accounting Assistant I by the amount of accounting experience required. An Accounting Assistant II works under general supervision and, within a framework of established procedures, is expected to perform a variety of more complex accounting duties with only occasional assistance.*

### Organizational Impact

- Accurate financial management ensures member confidence
- Proper accounting of revenues and expenditures provides essential information

### Essential Duties and Responsibilities:

- Reviews, prepares, classifies, and records financial transactions properly including invoice payments, daily cash receipts from public and other agencies, revenue billing and collection, revenues and expenditures reports, encumbrances, compiles and calculates financial data, and submits claims of programmatic expenditures to various funding agencies.
- Processes accounts receivable and accounts payable; researches receipts for proper issued AR invoices and prepares AR deposits including ePayments; reviews vendor invoices for accuracy and appropriate authorization; ensures that funds are available and prepares payment voucher required for payment.
- Monitors grants and systems budget accounts, reconciling and reporting accounts monthly.
- Reviews a variety of financial and accounting reports for completeness and accuracy; prepares journals and ledgers within established guidelines.
- Prepares monthly bank reconciliation reports and verification of bank accounts' cash balance.
- Performs accounting tasks in accordance with established guidelines and procedures.

### Other Job Duties:

- Assist with monthly credit card reconciliation and postings and work with staff to resolve any discrepancies
- Assists with managing encumbrances and related expenditures and reports
- Assists with the assembly of financial records for the annual audits
- Tracks sales tax payments and compiles information for sales tax filing
- Tracks and maintains fixed assets inventory records
- Compiles and prepares financial spreadsheets and accounting reports.
- Provides information to public, vendors, contractors, and others: explains existing policies, rules and procedures, including proper supporting documentation and record keeping for financial transactions.
- Performs clerical work and administrative tasks including records and files maintenance
- Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.
- Recommends efficiency changes in accounting processes and procedures; implements changes after approval.
- Performs all other related duties as assigned to meet the needs of the organization

This job description is not a complete list of potential duties. Employees will be required to follow any other instructions and to perform any other duties requested by their supervisor(s)

	<b>Required</b>	<b>Preferred</b>
<b>Education</b>	Associates degree in Accounting	Bachelor's degree in Accounting
<b>Experience</b>	3+ years of professional accounting and/or finance experience.	Accounting and/or finance experience in a public or non-profit.
<b>Knowledge</b>	<p>Knowledge of governmental fund accounting processes and systems, and applicable federal, state and local policies and regulations.</p> <p>Basic public agency financial record keeping principles and terminology.</p> <p>Office administrative practices and procedures, including records management.</p>	
<b>Skills and Abilities</b>	<p>Word processing, spreadsheets, statistical databases, and automated accounting systems. Computer applications related to the work</p> <p>Ability to understand and follow verbal and written directions as well as maintain cooperative working relationships with those contacted in the course of the work.</p> <p>Excellent organization and time management skills with the ability to meet all assigned deadlines.</p> <p>Maintain accurate records and files.</p> <p>Customer service techniques, practices, and principles.</p> <p>Meticulous with details; executes tasks with high level of accuracy and precision.</p> <p>Make accurate arithmetic and financial calculations.</p>	<p>Experience with accounting software for public or non-profits.</p> <p>Knowledge of MIP Accounting software.</p>

## **REQUIRED QUALIFICATIONS**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

### **Work Environment and Physical Demands:**

Normally seated, standing or walking at will; normal physical activity including some bending, pushing, pulling, and carrying, which may range up to 50 lbs., upon occasion. Keyboarding and working at a computer monitor for extended periods required. Phone usage, reading, speaking, and listening required. Work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices or work rooms.