

Staff Report

TO: Board of Directors

FROM: Naomi Schmitt, Director of Human Resources

DATE: September 28, 2022

SUBJECT: Job Description Updates – Sr. Finance Assistant and Finance Assistant I/II

HUMAN RESOURCES

RECOMMENDATION:

Provide input on the revision of the attached Sr. Finance Assistant and Finance Assistant I/II job descriptions.

BACKGROUND:

The current job description for the Sr. Finance Assistant and Finance Assistant I/II includes customer service duties related to the Operations department. As such, it is necessary to revise the job descriptions to state the duties required for positions in the Finance Department. Additionally, both positions have broadened to include a wider range of responsibilities and technical duties. As such, staff is recommending that the job descriptions be updated to more clearly reflect the duties required of the position.

Currently, there is one vacant Sr. Finance Assistant position and one that will be vacant in the short term due to a resignation. Both positions are funded by the Finance Department. Therefore, it has been determined that it is in the District's best interest to modify the job description prior to filling the position.

The Senior Finance Assistant is in the Unrepresented Employee group and the Finance Assistant I/II position is in the Office Unit Employee group represented by the American Federation of State, County, and Municipal Employees, Local 146, AFL-CIO (AFSCME).

This proposed action does not include a salary adjustment.

BUDGETARY IMPACT:

None anticipated.

Attachments: (2)

- Attachment A: Sr. Finance Assistant Job Description (Red-lined version)
- Attachment B: Sr. Finance Assistant Job Description (Clean version)
- Attachment C: Finance Assistant I/II (Red-lined version)
- Attachment D: Finance Assistant I/II (Clean version)

NEVADA IRRIGATION DISTRICT

Job Description

Job Title:	Senior Finance Assistant	Reports To:	Controller
Salary Range:	A81	Approved by Board of Directors:	11/28/2012, rev. 9/??/2022
FLSA Status:	Non-exempt	Unit:	Unrepresented - Confidential
<i>Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.</i>			

Definition

~~To organize, assign~~ Performs the most specialized fiscal, financial, statistical and review complex clerical accounting support for assigned functional areas that may include accounts receivable, accounts payable, payroll and billing or collections; directs, trains and reviews the work of assigned personnel engaged in fiscal, financial and clerical accounting and customer service support duties; ~~to perform duties requiring specialized knowledge; and to provide administrative support to assigned supervisor.~~

Distinguishing Characteristics

This is the advanced journey level in the Finance Assistant series. Positions at this level are distinguished from other classes within the series by ~~the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made.~~ Employees perform the most difficult and responsible types of duties assigned to classes within this series, ~~including with responsibility for providing technical direction and functional functional supervision over oversight of work performed by assigned personnel.~~ ~~Employees at~~ This is not considered a supervisory class in that the selection, evaluation and discipline of employees is not normally assigned to this level ~~are required to be fully trained in all procedures related to assigned areas of responsibility, and the number of employees for which technical direction is provided is limited.~~

Supervision Received and Exercised

Receives direction from assigned supervisory ~~or management~~ personnel.

Exercises ~~technical~~ ~~technical~~ direction and ~~functional supervision over oversight for~~ assigned accounting support personnel.

Essential Functions Statements

Essential and other important responsibilities and duties may include, but are not limited to, the following:

1. ~~Plan, prioritize, and review the~~ Perform difficult or complex financial or accounting support work of staff and assist with special projects as assigned.
2. Perform the most technical, complex clerical recordkeeping transactions.
3. Review and reconcile varied reports, journals, budget, payroll or related fiscal or statistical data.
4. Perform support work with the maintenance of journals and subsidiary ledgers, payroll, general ledgers, accounts receivable, accounts payable and fiscal controls.

5. Make computations and changes to financial and statistical data, apply standard formulas or predetermined guides; assemble financial and statistical data from a variety of accounting clerical and customer support duties sources and prepare or assist in preparing financial and statistical reports.
- ~~4.6. Review or prepare complex time reports; calculate complex differential premium and shift pay rates; review or prepare personnel transaction benefits processing and related reports; provide benefits and payroll information to employees.~~
- ~~2.7. Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.~~
- ~~3. Participate in evaluating the activities of staff, recommending improvements and modifications.~~
8. Plan, prioritize, and review the work of staff assigned to various accounting clerical and financial support duties.
- 4.9. Provide and coordinate staff training; work with employees to correct deficiencies.
- ~~5. Maintain and oversee treated water and irrigation customer accounts; explain District policies, rules, and regulations to customers.~~
10. Keep ledger accounts and collection accounts, balance accounts; review, identify and correct irregularities.
11. Research and resolve issues with reconciliation.
12. Audit and verify various information, including source data as well as manual computer-produced reports.
- ~~6.13. Oversee processing of billings, invoices, payments and collection of various fees and payments.~~
- ~~7. Process billing for domestic, irrigation and construction use water accounts; Enter and retrieve data as well as prepare medical billing for retiree dependent care coverage and other revenue accounts.~~
- ~~8. Assist customers and other District employees in processing new or upgrading service applications in accordance with the District's policies, procedures and regulations.~~
- ~~9. Receive and verify bond registration, prepare appropriate correspondence for transfer of bond ownership and payment; and convert bearer bonds to registered bonds.~~
10. Prepare monthly billing for medical, dental, vision, and disability premiums.
11. Perform a variety of complex review financial, or accounting, and customer support duties; provide difficult or specialized financial, accounting or statistical office support in a centralized accounting setting.
12. Enter and retrieve data reports through an online computer system; prepare and review correspondence and other accounting reports.
- ~~13. Perform the most difficult work related to customer inquiries regarding accounts and billing.~~

14. Perform a variety of general office support work such as correspondence, reports, forms, and specialized documents; proofread and check materials for accuracy, completeness and compliance with departmental policies and regulations.

14-15. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of ~~good~~effective customer service.

15-16. Perform related duties as assigned.

Qualifications

Knowledge of:

- Principles and practices of ~~technical and functional supervision and training~~advanced clerical accounting.
- Principles and practices of financial and statistical recordkeeping, fiscal document processing.
- Basic governmental accounting principles and practices.
- Computer software including spreadsheets, database packages and word processing.
- Principles and practices of accounts receivable, accounts payable and billing operations.
- Principles and practices of basic supervision and training.
- Principles and practices of effective customer service.
- ~~Modern office equipment including use of applicable computer applications.~~
- ~~Principles and practices of accounting, including financial record keeping and bookkeeping.~~
- ~~Principle and practices of accounts payable and billing operations.~~
- Arithmetic calculations related to statistical recordkeeping.
- District policies and procedures related to area of assignment.

Ability to:

- Perform complex and varied statistical and financial recordkeeping, requiring specialized technical, functional or programmatic knowledge.
- Perpare complex financial reports and statements in accordance with predetermined requirements.
- Apply technical accounting principles to the maintenance of statistical, accounting, financial and payroll transactions.
- Review financial or statistical documents, screen for accuracy and adhere to procedural requirements.
- Analyze and resolve varied fiscal support office administrative problems.
- Carryout proper steps to ensure or authorize payments and delivery, post to records, check and balance totals.
- Provide technical ~~and functional supervision over~~oversight for assigned staff; effectively train staff.
- ~~Perform the most complex duties related to accounting and customer support duties.~~
- Assign and coordinate the work of others.
- Make accurate arithmetic calculations.
- Operate and use modern office equipment including a computer and applicable software; 10-key keypads by touch.
- Type with sufficient skill to complete forms and enter information into a computer system.
- Interpret and explain District policies and procedures.
- ~~Make mathematical calculations.~~

- Establish and maintain effective working relationships with those contacted ~~inside and~~ outside of the District during the course of work.
- Communicate clearly and concisely, both orally and in writing.

Responsibility to:

- Obey safe work practices, procedures, and regulations including wearing protective equipment and safety devices.
- Operate equipment in a careful and safe manner.
- Acknowledge the use of safeguards by other employees.
- Report any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.
- Report any safety risks or hazards to your supervisor or other management personnel.
- Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

Experience and Education Guidelines

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible journey-level experience similar to Finance Assistant II with the Nevada Irrigation District or other similar agency.

Education:

Equivalent to completion of the twelfth grade supplemented by at least two college level courses in bookkeeping, business, accounting, or a related field.

License and Certificate:

Possession of, ~~or ability to obtain,~~ a valid California driver's license.

Working Conditions

Environmental Conditions:

Work is normally performed in a temperature-controlled office environment subject to typical office noise.

Physical Conditions:

Essential functions may require maintaining physical conditionability and mobility necessary to sit at a desk ~~and/or stand at counter~~ for longprolonged periods of time; intermittently twist and reach office equipment; occasionally stoop, bend, kneel, crouch, reach; perform simple grasping and fine manipulation; use telephone, write and use keyboard to communicate through written means; run errands as required; lift or carry, push and/or pull weight of up to 25 pounds or less; verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Hearing: Hear in the normal audio range with or without correction.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to review documents related to department operations; observe, identify, and problem solve office systems and procedures;

Commented [AS1]: Does this position ever need to drive to perform its job duties, i.e. drive up to a field site to perform financial work? If not, consider removing because it could be attacked in a challenge to the JD in the future. These challenges often come during Interactive Process when the JD is relied upon by the employer to exit the employee out of the organization because a reasonable accommodation isn't available.

Commented [AS2]: What errands would this position run? (rhetorical question to determine if the driver license requirement should remain)

understand, interpret and explain department policies and procedures; explain and problem solve office issues for the public and with staff; handle conflict.

NEVADA IRRIGATION DISTRICT

Job Description

Job Title:	Senior Finance Assistant	Reports To:	Controller
Salary Range:	A81	Approved by Board of Directors:	11/28/2012, rev. 9/??/2022
FLSA Status:	Non-exempt	Unit:	Unrepresented - Confidential
<p><i>Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.</i></p>			

Definition

Performs the most specialized fiscal, financial, statistical, and complex clerical accounting support for assigned functional areas that may include accounts receivable, accounts payable, payroll, and billing or collections; directs, trains, and reviews the work of assigned personnel engaged in fiscal, financial and clerical accounting support duties.

Distinguishing Characteristics

This is the advanced journey level in the Finance Assistant series. Positions at this level are distinguished from other classes within the series by performing the most difficult and responsible types of duties assigned to classes within this series, with responsibility for providing direction and functional oversight of work performed by assigned personnel. This is not considered a supervisory class in that the selection, evaluation, and discipline of employees are not normally assigned to this level and the number of employees for which technical direction is provided is limited.

Supervision Received and Exercised

Receives direction from assigned supervisory or management personnel.

Exercises technical direction and oversight for assigned support personnel.

Essential Functions Statements

Essential and other important responsibilities and duties may include, but are not limited to, the following:

1. Perform difficult or complex financial or accounting support work and assist with special projects as assigned.
2. Perform the most technical, complex clerical recordkeeping transactions.
3. Review and reconcile varied reports, journals, budgets, payroll, or related fiscal or statistical data.
4. Perform support work with the maintenance of journals and subsidiary ledgers, payroll, general ledgers, accounts receivable, accounts payable and fiscal controls.
5. Make computations and changes to financial and statistical data, apply standard formulas or predetermined guides; assemble financial and statistical data from a variety of sources and prepare or assist in preparing financial and statistical reports.
6. Review or prepare complex time reports; calculate complex differential premium and shift pay rates; review or prepare personnel transaction benefits processing and related reports; provide payroll information to employees.

7. Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.
8. Plan, prioritize, and review the work of staff assigned to various accounting clerical and financial support duties.
9. Provide and coordinate staff training; work with employees to correct deficiencies.
10. Keep ledger accounts and collection accounts, balance accounts; review, identify, and correct irregularities.
11. Research and resolve issues with reconciliation.
12. Audit and verify various information, including source data as well as manual computer-produced reports.
13. Oversee processing of billings, invoices, payments, and collection of various fees and payments.
14. Perform a variety of general office support work such as correspondence, reports, forms, and specialized documents; proofread and check materials for accuracy, completeness and compliance with departmental policies and regulations.
15. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of effective customer service.
16. Perform related duties as assigned.

Qualifications

Knowledge of:

- Principles and practices of advanced clerical accounting.
- Principles and practices of financial and statistical recordkeeping, fiscal document processing.
- Basic governmental accounting principles and practices.
- Computer software including spreadsheets, database packages and word processing.
- Principles and practices of accounts receivable, accounts payable and billing operations.
- Principles and practices of basic supervision and training.
- Principles and practices of effective customer service.
- Arithmetic calculations related to statistical recordkeeping.
- District policies and procedures related to area of assignment.

Ability to:

- Perform complex and varied statistical and financial recordkeeping, requiring specialized technical, functional or programmatic knowledge.
- Prepare complex financial reports and statements in accordance with predetermined requirements.
- Apply technical accounting principles to the maintenance of statistical, accounting, financial and payroll transactions.
- Review financial or statistical documents, screen for accuracy and adhere to procedural requirements.
- Analyze and resolve varied fiscal support office administrative problems.

- Carry out proper steps to ensure or authorize payments and delivery, post to records, check and balance totals.
- Provide technical oversight for assigned staff; effectively train staff.
- Assign and coordinate the work of others.
- Make accurate arithmetic calculations.
- Operate and use modern office equipment including a computer and applicable software; 10-key keypads by touch.
- Type with sufficient skill to complete forms and enter information into a computer system.
- Interpret and explain District policies and procedures.
- Establish and maintain effective working relationships with those contacted inside and outside of the District during the course of work.
- Communicate clearly and concisely, both orally and in writing.

Responsibility to:

- Obey safe work practices, procedures, and regulations including wearing protective equipment and safety devices.
- Operate equipment in a careful and safe manner.
- Acknowledge the use of safeguards by other employees.
- Report any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices, or warnings.
- Report any safety risks or hazards to your supervisor or other management personnel.
- Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

Experience and Education Guidelines

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible journey-level experience similar to Finance Assistant II with the Nevada Irrigation District or another similar agency.

Education:

Equivalent to completion of the twelfth grade supplemented by at least two college-level courses in bookkeeping, business, accounting, or a related field.

License and Certificate:

Possession of a valid California driver's license.

Working Conditions

Environmental Conditions:

Work is normally performed in a temperature-controlled office environment subject to typical office noise.

Physical Conditions:

Essential functions may require maintaining the physical ability and mobility necessary to sit at a desk for prolonged periods of time; intermittently twist and reach office equipment; occasionally stoop, bend, kneel, crouch, reach; perform simple grasping and fine manipulation; use telephone, write and use a keyboard to communicate through written means; lift or carry, push and/or pull weight of up to 25 pounds; verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Hearing: Hear in the normal audio range with or without correction.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to review documents related to department operations; observe, identify, and problem solve office systems and procedures; understand, interpret and explain department policies and procedures; explain and problem solve office issues for the public and with staff; handle conflict.

NEVADA IRRIGATION DISTRICT Job Description

Job Title:	Finance Assistant I/II	Reports To:	Controller
Salary Range:	A41 / A61	Approved by Board of Directors:	11/28/2012, rev. 9/??/2022
FLSA Status:	Non-Exempt	Unit:	Office
<i>Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.</i>			

Definition

~~Performs~~ a variety of financial, ~~and clerical~~ accounting ~~and customer service~~ support duties; ~~receives~~ and processes payments; ~~organizes~~ and maintains related financial records; ~~balances~~ and reconciles accounts; ~~and to perform~~s related support duties in the area of assignment which may include accounts receivable, accounts payable, payroll and ~~billing or collections~~ cash receipts.

Distinguishing Characteristics

Finance Assistant I: This is the entry level class in the Finance Assistant series. Positions in this class typically have little or no directly related work experience. The Finance Assistant I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Finance Assistant II: This is the journey level class in the Finance Assistant series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

This class is distinguished from the Senior Finance Assistant in that the latter performs the more complex and difficult work in the area of assignment and provides ~~direction and oversight~~ technical and functional supervision over assigned accounting clerical personnel ~~and performs the more complex and difficult work in the area of assignment.~~

Supervision Received and Exercised

Finance Assistant I

Receives immediate supervision from assigned supervisory personnel; may receive technical direction and oversight ~~technical and functional supervision~~ from a Senior Finance Assistant.

Finance Assistant II

Receives general supervision from assigned supervisory personnel; may receive direction and oversight ~~technical and functional supervision~~ from a Senior Finance Assistant.

Essential Functions Statements

Essential and other important responsibilities and duties may include, but are not limited to, the following:

1. Perform financial or accounting support work and assist with special projects as assigned.
2. Perform clerical recordkeeping transactions.

- ~~1-3.~~ Audit, review, input, and process accounts payable, vendor and contractor invoices, ~~employee timesheets, bank statements~~; post, verify and balance District accounts; prepare accounts payable batch for payment processing.
- ~~2.~~ Assist with Receive, process and post payments and fees for various District services; input data into computer; issue receipts, balance accounts on a regular basis, and/or prepare deposits; receive checks by mail and process and balance accordingly; prepare daily sales reports.
- ~~3.~~ Receive, check, verify and process personnel actions regarding payroll transactions such as employment separations, merit increases, new employees, retirements, promotions, demotions, reclassifications, and transfers.
- ~~4.~~ Assist the public in person, or by phone answering inquiries related to department records and services; provide information regarding customer account status; assist customers with completion of forms and documents; resolve customer complaints and inquiries.
- ~~5.~~ Assist customers with utility accounts; process opening and closing of accounts; work with customers on payment arrangements and extensions; update utility billing accounts.
- ~~6-4.~~ Centering calculate and verify vacation, sick, holiday and other employee leave information; enter timekeeping data through an online computer system and; print employee checks; prepare various reports.
- ~~7-5.~~ Prepare journal entries and reconcile general ledger, journals, and bank and credit card statements; assist in researching discrepancies.
- ~~8.~~ Receive and verify bond registration, prepare appropriate correspondence for transfer of bond ownership and payment; and convert bearer bonds to registered bonds.
- ~~9.~~ Purchase supplies and inventory for resale at recreation facilities.
- ~~10-6.~~ Perform a variety of general administrative office support duties such as typing, proofreading, filing, receiving and distributing mail, and answering the telephone.
- ~~11-7.~~ Maintain accounting, and financial, ~~and customer service records, reports, and documents.~~
- ~~12-8.~~ Prepare a variety of correspondence, spreadsheets and periodical reports.
- ~~13-9.~~ Monitor and verify daily, weekly, and monthly data processing printouts; make corrections as necessary.
- ~~14.~~ Deliver delinquent and disconnection notices to residential and commercial customers; disconnect and reconnect water service; prepare shut off notices and generate shut off list.
- ~~15-10.~~ Build and maintain positive working relationships with co-workers, other District employees and the public using principles of effective~~good~~ customer service.
- ~~16-11.~~ Perform related duties as assigned.

Qualifications

Finance Assistant I

Knowledge of:

- Basic mathematics.
- Clerical accounting practices.
- Correct spelling, grammar, and punctuation.
- Principles and practices of effective customer service.
- Modern office equipment including use of applicable computer applications and software.

Ability to:

- Understand clerical accounting support role.
- Learn to interpret and explain District policies and procedures.
- Learn to maintain a variety of financial records and files.
- Learn to use computerized accounting software.
- Operate and use modern office equipment including a computer and applicable software.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Responsibility to:

- Obey safe work practices, procedures, and regulations including wearing protective equipment and safety devices.
- Operate equipment in a careful and safe manner.
- Acknowledge the use of safeguards by other employees.
- Report any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.
- Report any safety risks or hazards to your supervisor or other management personnel.
- Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

Finance Assistant II

In addition to the qualifications for the Finance Assistant I:

Knowledge of:

- Terminology used in governmental accounting.
- Principles and practices of basic accounting.
- Principles and practices of record-keeping.
- Payroll tax laws and regulations.
- Computer software including spreadsheets, database packages and work processing.
- Principles and practices of accounts receivable, accounts payable and billing operations.
- District policies and procedures related to area of assignment.

Ability to:

- Review a variety of documents for accuracy.
- Prioritize work and coordinate several work activities.
- Make mathematical calculations with speed and accuracy.
- Apply accounting and financial support principles to the maintenance of transactional area of assignment.

- Organize and maintain a variety of financial records and files.
- Interpret and explain District policies and procedures.
- Operate computerized accounting software.
- Type with sufficient skill to complete forms and enter information into a computer system.
- Communicate clearly and concisely, both orally and in writing.

Experience and Education Guidelines

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Finance Assistant I: One year of clerical accounting experience that involved providing customer service.

Finance Assistant II: Two years of responsible experience similar to Finance Assistant I with the Nevada Irrigation District.

Education:

Equivalent to the completion of the twelfth grade.

License and Certificate:

Possession of ~~or ability to obtain~~ a valid California driver’s license.

Working Conditions

Environmental Conditions:

Work is normally performed in a temperature-controlled office environment subject to typical office noise.

Physical Conditions:

Essential functions may require maintaining physical ~~ability and mobility condition~~ necessary to sit at a desk ~~and/or stand at counter~~ for prolonged periods of time; intermittently twist and reach office equipment; occasionally stoop, bend, kneel, crouch, reach; perform simple grasping and fine manipulation; use telephone, write and use keyboard to communicate through written means; ~~run errands as required;~~ lift or carry, push and/or pull weight of up to 25 pounds or less; verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Hearing: Hear in the normal audio range with or without correction.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to review documents related to department operations; observe, identify, and problem solve office systems and procedures; understand, interpret and explain department policies and procedures; explain and problem solve office issues for the public and with staff; handle conflict.

Commented [AS1]: Is driving required for this position?

Commented [NS2R1]: I would suggest changing this to read: Possession of a valid California driver's license. I don't believe that driving is required for this position.

Commented [AS3]: What errands might we be talking about? This goes to the necessity of a driver license - should tie to the job duties.

NEVADA IRRIGATION DISTRICT

Job Description

Job Title:	Finance Assistant I/II	Reports To:	Controller
Salary Range:	A41 / A61	Approved by Board of Directors:	9/??/2022
FLSA Status:	Non-Exempt	Unit:	Office
<p><i>Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.</i></p>			

Definition

Performs a variety of financial and clerical accounting support duties; receives and processes payments; organizes and maintains related financial records; balances and reconciles accounts; performs related support duties in the area of assignment which may include accounts receivable, accounts payable, payroll, and cash receipts.

Distinguishing Characteristics

Finance Assistant I: This is the entry-level class in the Finance Assistant series. Positions in this class typically have little or no directly related work experience. The Finance Assistant I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Finance Assistant II: This is the journey level class in the Finance Assistant series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

This class is distinguished from the Senior Finance Assistant in that the latter performs the more complex and difficult work in the area of assignment and provides direction and oversight for assigned accounting clerical personnel.

Supervision Received and Exercised

Finance Assistant I

Receives immediate supervision from assigned supervisory personnel; may receive technical direction and oversight from a Senior Finance Assistant.

Finance Assistant II

Receives general supervision from assigned supervisory personnel; may receive direction and oversight from a Senior Finance Assistant.

Essential Functions Statements

Essential and other important responsibilities and duties may include, but are not limited to, the following:

1. Perform financial or accounting support work and assist with special projects as assigned.
2. Perform clerical recordkeeping transactions.

3. Audit, review, input, and process accounts payable, vendor and contractor invoices, post, verify and balance District accounts; prepare accounts payable batch for payment processing.
4. Assist with entering timekeeping data through an online computer system and prepare various reports.
5. Prepare journal entries and reconcile general ledger, journals, and bank and credit card statements; assist in researching discrepancies.
6. Perform a variety of general administrative office support duties such as typing, proofreading, filing, receiving and distributing mail, and answering the telephone.
7. Maintain accounting and financial documents.
8. Prepare a variety of correspondence, spreadsheets, and periodical reports.
9. Monitor and verify daily, weekly, and monthly data processing printouts; make corrections as necessary.
10. Build and maintain positive working relationships with coworkers, other District employees, and the public using principles of effective customer service.
11. Perform related duties as assigned.

Qualifications

Finance Assistant I

Knowledge of:

- Basic mathematics.
- Clerical accounting practices.
- Correct spelling, grammar, and punctuation.
- Principles and practices of effective customer service.
- Modern office equipment including the use of applicable computer applications and software.

Ability to:

- Understand clerical accounting support role.
- Learn to interpret and explain District policies and procedures.
- Learn to maintain a variety of financial records and files.
- Learn to use computerized accounting software.
- Operate and use modern office equipment including a computer and applicable software.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Responsibility to:

- Obey safe work practices, procedures, and regulations including wearing protective equipment and safety devices.
- Operate equipment in a careful and safe manner.
- Acknowledge the use of safeguards by other employees.
- Report any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices, or warnings.
- Report any safety risks or hazards to your supervisor or other management personnel.

- Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

Finance Assistant II

In addition to the qualifications for the Finance Assistant I:

Knowledge of:

- Terminology used in governmental accounting.
- Principles and practices of basic accounting.
- Principles and practices of recordkeeping.
- Payroll tax laws and regulations.
- Computer software including spreadsheets, database packages, and work processing.
- Principles and practices of accounts receivable, accounts payable, and billing operations.
- District policies and procedures related to area of assignment.

Ability to:

- Review a variety of documents for accuracy.
- Prioritize work and coordinate several work activities.
- Make mathematical calculations with speed and accuracy.
- Apply accounting and financial support principles to the maintenance of transactional areas of assignment.
- Organize and maintain a variety of financial records and files.
- Interpret and explain District policies and procedures.
- Operate computerized accounting software.
- Type with sufficient skill to complete forms and enter information into a computer system.
- Communicate clearly and concisely, both orally and in writing.

Experience and Education Guidelines

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Finance Assistant I: One year of clerical accounting experience that involved providing customer service.

Finance Assistant II: Two years of responsible experience similar to Finance Assistant I with the Nevada Irrigation District.

Education:

Equivalent to the completion of the twelfth grade.

License and Certificate:

Possession of a valid California driver's license.

Working Conditions

Environmental Conditions:

Work is normally performed in a temperature-controlled office environment subject to typical office noise.

Physical Conditions:

Essential functions may require maintaining physical ability and mobility necessary to sit at a desk for prolonged periods of time; intermittently twist and reach office equipment; occasionally stoop, bend, kneel, crouch, reach; perform simple grasping and fine manipulation; use telephone, write and use a keyboard to communicate through written means; lift or carry, push and/or pull weight of up to 25 pounds; verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Hearing: Hear in the normal audio range with or without correction.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to review documents related to department operations; observe, identify, and problem solve office systems and procedures; understand, interpret and explain department policies and procedures; explain and problem solve office issues for the public and with staff; handle conflict.