

NEVADA IRRIGATION DISTRICT

FINANCE ASSISTANT I FINANCE ASSISTANT II Range A41/A61 – BOD 11/28/12

*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.*

DEFINITION

To perform a variety of financial, accounting and customer service support duties; to receive and process payments; to organize and maintain related financial records; to balance and reconcile accounts; and to perform related support duties in the area of assignment.

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 provides 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 and functional supervision from a Senior Finance Assistant.

Finance Assistant II

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

NEVADA IRRIGATION DISTRICT

Finance Assistant I/II

ESSENTIAL FUNCTION STATEMENTS

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

Essential Functions:

1. 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. 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. Calculate and verify vacation, sick, holiday and other employee leave information; enter data through an online computer system; print employee checks; prepare various reports.
7. Prepare journal entries and reconcile general ledger, journals, and bank 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. Perform a variety of general administrative office support duties such as typing, proofreading, filing, receiving and distributing mail, and answering the telephone.
11. Maintain accounting, financial, and customer service records, reports, and documents.
12. Prepare a variety of correspondence, spreadsheets and periodical reports.
13. Monitor and verify daily, weekly, and monthly data processing printouts; make corrections as necessary.

NEVADA IRRIGATION DISTRICT

Finance Assistant I/II

Essential Functions: *(Continued)*

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. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
16. Perform related duties as assigned.

QUALIFICATIONS

Finance Assistant I

Knowledge of:

Basic mathematics.

Correct spelling, grammar, and punctuation.

Principles and practices of effective customer service.

Modern office equipment including use of applicable computer applications.

Ability to:

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.

NEVADA IRRIGATION DISTRICT

Finance Assistant I/II

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:

One year of clerical accounting experience that involved providing customer service.

Education:

Equivalent to completion of the twelfth grade.

License and Certificate:

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

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.
Principle and practices of record keeping.
Payroll tax laws and regulations.
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.
Organize and maintain a variety of financial records and files.
Interpret and explain District policies and procedures.
Operate computerized accounting software.

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 experience similar to Finance Assistant I with the Nevada Irrigation District.

NEVADA IRRIGATION DISTRICT

Finance Assistant I/II

Education:

Equivalent to 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 condition necessary to sit at desk and/or stand at counter for long periods of time; intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands as required; lift or carry weight of 25 pounds or less.

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.