

Senior Accounting Assistant

DEFINITION

This is an intermediate level accounting position requiring technical accounting skills in the processing and maintenance of financial records.

Employees in this class may assign and supervise the work of a group of employees engaged in varied accounting functions or individually carry out for specialized and complex accounting assignments.

Employees are required to resolve problems involving the interpretation of established regulations or procedures.

Difficult technical problems or those that necessitate changing regulations or policy are referred to a supervisor.

Employees usually receive general instructions outlining the objectives of new assignments and are expected to exercise initiative and judgment in achieving the desired results. Work is evaluated on the basis of the quality and accuracy of the total product and by the manner in which the objectives of the organization are served.

TYPICAL DUTIES*

Plans work methods and may supervise employees engaged in performing moderately complex accounting tasks; checks the work for accuracy and corrects errors; advises subordinates on new or revised procedures.

Reviews section activities for compliance with City policy/procedures. Answers the more difficult public inquiries and complaints. Explains departmental regulations and procedures.

Budgets – prepares budget support documents required by the annual budget process, including detailed analysis.

Billings/Accounts Receivable/Accounts Payables – monitors the preparation and accuracy of the accounts receivable, billing and accounts payable processes; carries out delinquent account collection and recommends write-offs, as required.

General accounting – prepares monthly, year-end reporting and periodic reports required by the organization; carries out accounting functions related to monthly and year-end processes; make personnel recommendations on matters of staff discipline and performance.

Assists in providing SAP training to financial and departmental staff.

Performs related work as required.



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KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the purpose, organization, policies and regulations governing the work program in the area of specialization; the ability to plan, coordinate and supervise the work of subordinates; and effective verbal and written communication.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Accounting diploma (e.g. NAIT, SAIT, Grant MacEwan).

Minimum three (3) years' accounting experience.

Proficient knowledge of computer-based financial systems, procurement, spreadsheet, database of related business application.

Proficient knowledge of Microsoft Office.

Demonstrated leadership ability and strong customer focus.

* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

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Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	1343		1344	
Grade	018		020	
Last Updated:	1998/12			
Previous Updates:				
Originated:				