



<b>Employee Name</b>			
<b>Position Title</b>	Accounting Assistant – Recycling	<b>Department</b>	Streets
<b>FLSA</b>	Non-Exempt	<b>Reports To</b>	Superintendent – Streets
<b>Pay Grade</b>	5	<b>Unit</b>	Non-represented

### **Purpose of Position**

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The purpose of this position is to perform routine financial bookkeeping, recordkeeping, and related clerical tasks. Incumbents in this classification compile and maintain account information, often on automated systems, and work under limited supervision by Street department supervisory personnel.

### **Essential Duties & Responsibilities**

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*The following duties are normal for this position. The duties and responsibilities are not to be construed as exclusive or all-inclusive. Other duties may be required and/or assigned.*

- Compiles billing and account information.
- Prepares billing statements and vouchers for payment.
- Records data to computer and manual files.
- Audits information such as time sheets for payroll, expense reports for vouchers, requisitions and other information for accuracy and corrects for data entry. May enter data and prepare routine assigned reports from computer records.
- Prepares a variety of department reports such as annual sweeper reports; bi-monthly report on time, material and equipment usage, etc.
- Maintains a variety of records relating to department financial and administrative functions. Additionally, may maintain payroll, and personnel attendance and leave data.
- Responds to customer and other inquiries regarding financial and administrative records or refers questions to appropriate person or agency. Research billing and other records to provide accurate information.
- May create and maintain spreadsheets and simple databases.
- Maintains working knowledge of specialized computer software utilized by the department.
- May assist department management in preparation of annual reports and department budget. May prepare cost reports.
- May monitor account receivable activity and notify management regarding past due accounts.
- Provides information to City and other auditors.
- May need to assist with after-hours emergency notifications and postings.

## **Additional Duties & Responsibilities**

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*While the following tasks are necessary for the work of the department, they are not an essential part of the purpose of this position and may also be performed by other department staff.*

- Sorts and files printed materials.
- Photocopies materials.
- Answers telephone calls and answers two-way radio.
- Operates radio dispatch.
- May perform public reception duties such as greeting and directing visitors and provide information.
- Orders office supplies for department.
- Composes and types correspondences and other materials as assigned.
- May perform tasks related to Street department.

## **Minimum Training & Experience Requirements**

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- High school diploma or equivalent, vocational/technical training in bookkeeping/accounting with two (2) years bookkeeping/accounting experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- A valid driver's license required.

## **Physical & Mental Requirements**

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### **Language Ability and Interpersonal Communication**

- Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgement.
- Ability to compare, count, differentiate, measure and sort information.
- Ability to assemble, copy, record and transcribe data and information.
- Ability to explain demonstrate and clarify to others within well-established policies, procedures, and standards.
- Ability to follow specific instructions and response to simple requests from others.
- Ability to utilize a wide variety of descriptive data and information such as vouchers, invoices, billing statements, work orders, purchase orders, requisitions, correspondence, chart of accounts, schedules, directories, computer software operating manuals, past due notices, spreadsheets, work orders, materials use reports, inventories, rate/price schedules, time sheets, maps, regulations, and general operating manuals.
- Ability to communicate orally and in writing with department personnel, customers, other City departments, contractors, insurance company representatives, vendor representatives and customers.

### **Mathematical Ability**

- Ability to calculate percentages, fractions, decimals, and ratios. Ability to interpret basic descriptive statistical reports.

### **Judgement and Situational Reasoning Ability**

- Ability to use functional reasoning in performing semi-routine functions involving standardized work with some choice of action.
- Ability to exercise the judgement, decisiveness, and creativity in situation involving a variety of generally pre-defined duties which may be subject to frequent change.

### **Physical Ability**

- Ability to operate a variety of office equipment including computer terminal, typewriter, computer printer, telephone, calculator/adding machine, and photocopier.
- Ability to coordinate eyes, hands, feet, and limbs in performing movements requiring skill and training, such as data entry.
- Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and pulling.
- Ability to recognize and identify individual characteristics of colors, shapes, and sounds associated with job-related objects, materials, and tasks.

### **Environmental Adaptability**

- Ability to work under safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, and some positions are exposed to offensive odors, fumes, toxic materials, and temperature extremes poses a limited risk of injury.

*The City of La Crosse is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*