

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

FINANCE ASSISTANT I

Civil Service Status:	Open Competitive	Bargaining Unit:	General Employees' Association
Probationary Period:	One Year	Approved by City Council:	3/16/09
Classification Series:	Finance	Resolution No.:	2009-28
FLSA Status:	Non-Exempt		

*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

Under Supervision this position performs varied daily bookkeeping duties as well as routine account-record keeping activities, posts accounts, prepares and issued bills, assists the public by answering inquiries and complaints, provides telephone relief as necessary, and performs other related work as required.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Perform a wide variety of routine clerical work including, word processing, proofreading, filing, billing, checking and recording information on records;
- Answer the telephone and wait on the general public, giving information as required;
- Accounts Payable, coordinate and verify invoice, input and output data;
- Prepares Warrant Register for council meeting;
- Prepare financial statistical reports;
- Performs daily cashiering for City's Finance Department;
- Accept cash payments and deposits from the public regarding charges for utilities, business license, parking citation and other departments fees, prepare opening and closing bills, compute trash and water charges allowing for deposits, advance credits and unpaid balances;
- May prepare work order for turn off and re-reads;
- Maintain current accounts receivable, deposit and daily cash records;
- Accept cash and check reports from other City departments;
- Balance, code and prepare daily cash reports;
- Sort and file documents and records according to predetermined classifications, maintaining alphabetical, index and cross-reference files;
- Operate adding machine and a variety of other office equipment including the typewriter, adding machines, cash registers and calculators, electronic telephone switchboard, personal computers, word/data processors, shredders and field dispatch equipment;
- Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner;
- Perform other related duties as assigned or as situation requires;

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

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Knowledge of:

- Knowledge of basic bookkeeping or recordkeeping principles;
- English usage, spelling, grammar, punctuation and arithmetic;
- Office machines and equipment;

Skills:

- Possesses skills in word processing general correspondence, spreadsheets and reports using personal computer and software applications;

Ability to:

- Deal tactfully with the public;
- Perform routine clerical work;
- Learn to operate office equipment, and learn office rules, methods and policies, understand and carry out oral and written directions;
- Make accurate arithmetical calculations;
- Prepare reports and maintain records;
- Maintain accurate accounting and financial reports;
- Records cash transactions accurately and balance out constantly;
- Handle confidential information with discretion;
- Establish and maintain effective working relationship with other employees in the City and the public;
- Effectively communicate both orally and in writing;
- Work overtime as required;
- Effectively handle irate customers;
- Assume responsibility for maintaining a safe working environment;
- Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner;
- Maintain electronic files;
- Develop necessary skills from on-the-job training and meet standards or performance or higher by the end of the probationary period;

Education and Experience Guidelines – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Graduation from high school or attainment of GED (General Education Degree) or CHSPE (California High School Proficiency Examination)

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Experience:

One (1) year of related experience in the fields of cashiering, bookkeeping, recordkeeping, clerical or office management.

License:

A valid California Class C Driver's License and a satisfactory driving record.

Desirable Qualification:

The ability to speak Spanish

Physical Requirements:

Must meet approved physical and pre-placement medical standards for the position.