

**CITY OF HUNTINGTON PARK**  
**CLASS SPECIFICATION**

**FINANCE ASSISTANT II**

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.:	2009-29
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 advanced level accounting clerical work involving functional responsibility for a major accounting function, posts accounts, prepares and issues bills, assists the public by answering inquiries and complaints, provides telephone relief as necessary, and does 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.*

- Participate in the preparation of payroll;
- Perform a wide variety of routine clerical work including typing, proofreading, filing, billing, checking and recording information on records;
- Answer the telephone and wait on the general public, giving information as required;
- May collect and receive monies provided for payment of service fees, etc.;
- Perform a variety of complex accounting and clerical duties involved in processing the City payroll;
- Coordinate and verify payroll related computer input and output;
- Insure timely and accurate posting and maintenance of payroll related data;
- Compute and prepare all adjustments and special payroll checks;
- Maintain a variety of subsidiary ledgers involving payroll;
- Prepare a variety of state and federal reports relating to payroll, taxes, retirement systems and various employee benefit programs;
- Confer with Human Resources and other City departments and individuals regarding changes in payroll status and deduction changes;
- Provides switchboard relief as necessary;
- Operate adding machine and a variety of other office equipment including the typewriter, adding machines, cash registers and calculators, electronic telephone switchboard, word/data processors, shredders and field dispatch equipment;
- Assumes responsibility for ensuring the duties of the position and 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:**

- Basic bookkeeping or recordkeeping principles;
- English usage, spelling, grammar, punctuation and arithmetic;
- Office machines and equipment including personal computers and automated payroll systems;

**Skills:**

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

**Ability to:**

- Deal tactfully with the public;
- Perform complex 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;
- Handle confidential information with discretion;
- Establish and maintain effective working relationships with other employees in the City and the Public;
- Communicate effectively 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;
- Develop necessary skills from on-the-job training and meet standards of 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)

**Experience:**

One (1) year of related experience in the fields of accounting, recordkeeping, clerical or office management and two (2) years of increasingly responsible experience in keeping fiscal records.

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**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.