



## Employment Opportunity

*“Opportunity Through  
Diversity; Unity Through  
Cooperation”*

Human Resources Department  
275 Main Street, Suite 400  
4<sup>th</sup> Floor  
Watsonville, CA 95076  
Phone: 831.768.3020  
Job-Line: 831.768.3025  
Fax: 831.761.0736

[www.cityofwatsonville.org](http://www.cityofwatsonville.org)

# City of Watsonville

## ACCOUNTING ASSISTANT

**Temporary, Part-Time**  
(Up to 900 hours per fiscal year)  
**\$16.03 - \$21.48/Hour**

**Filing Deadline: Tuesday, November 29, 2016 at 5:00 p.m.**  
*(no postmarks accepted)*

*This is a customer service/cashier position assigned primarily to the front counter assisting water customers. Bilingual English/Spanish skills highly desired.*

### **DEFINITION**

To perform a variety of routine clerical recordkeeping functions related to the processing and maintenance of the City's financial and statistical records while functioning in one or more areas such as accounts payable, accounts receivable, utility billing, revenue and tax collections, and purchasing. To provide customer service to both public and internal customers.

### **DISTINGUISHING CHARACTERISTICS**

This job class functions at an entry level of classification and requires basic knowledge of account recordkeeping practices, procedures, and methods. This job class performs the more routine tasks and duties while learning and assisting in the more complex clerical recordkeeping functions. Individuals in this class are expected to maintain and use sophisticated electronic systems. Positions in this classification may function in one or more areas such as accounts payable, accounts receivable, utility billing, revenue and tax collections, and purchasing.

### **EXAMPLES OF ESSENTIAL DUTIES**

Duties may include, but are not limited to the following:

- Records data and maintains statistical and financial records and logs; performs data entry; checks, verifies, and files financial data
- Receives and processes payments; issues receipts; completes proper forms; maintains and balances appropriate records for proper accounting of payments made; balances cash box/drawer
- Assists in processing invoices for payment; matches to purchase order; verifies receipt, calculations, and proper billing amount; allocates to proper accounts; contacts vendors when problems arise
- Issues and processes a variety of licenses and permits
- Sorts, stamps, and processes incoming and/or outgoing mail
- Answers telephone and provides service at the counter; handles requests/transactions, provides information, and responds to complaints
- Types a variety of materials which may include letters, reports, purchase orders, bidding sheets, and warrants
- Performs special duties related to area(s) of assignment such as preparing bid packages, and computing final billings
- Learns and effectively performs/applies the proper account recordkeeping procedures and rules used in assigned area(s) including electronic systems
- Hears adequately to converse on the telephone and in person
- Intermittently bends and twists to reach equipment on surrounding desk
- Intermittently reaches above and below shoulder level to reach books, files and reports on shelves and in filing cabinets
- Grasps files, documents and equipment with right and left hands
- Climbs stairs; climbs ladders to reach files and related documents
- Squats and kneels to reach files and related documents
- Sits at a desk using near vision for long periods of time
- Works indoors in an office environment subject to heat/cold and fragrances such as perfumes
- Performs related duties similar to the above in scope and function as required

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

- Basic methods, principles, and practices of financial and statistical recordkeeping
- Proper office methods, procedures and practices
- Proper English usage, grammar, punctuation, vocabulary and spelling

**Ability to:**

- learn and effectively perform/apply the proper account recordkeeping procedures and rules used in assigned area(s)
- perform arithmetic calculations with speed and accuracy
- type at a speed of 40 words per minute from clear, legible copy
- operate a variety of office machines and equipment including typewriter, copier, calculator, and computer terminal
- follow both oral and written instructions
- effectively and tactfully communicate in both oral and written forms
- work safely and abide by established safety rules and regulations
- perform a variety of technical/clerical assignments with speed and accuracy
- apply good judgment in recognizing scope of authority and in referring problems to others
- hear adequately to converse on the telephone and in person
- establish and maintain effective work relationships with those contacted in the performance of required duties
- intermittently bend and twist to reach equipment surrounding desk
- intermittently reach above and below shoulder level to reach books and reports on shelves; grasp with right and left hands; climb, squat and kneel
- sit at a desk for long periods of time using near vision
- work indoors in an office environment subject to heat/cold and fragrances such as perfumes
- speak English
- speak Spanish highly desirable

**TRAINING AND EXPERIENCE**

Any combination of training and experience providing the required knowledge and abilities is qualifying. A typical way to obtain this knowledge and abilities is:

- One year of general office assistance experience involving some financial recordkeeping background

**APPLICATION AND INTERVIEW PROCESS**

Applications must be submitted to the City of Watsonville Human Resources Department, 275 Main Street, Suite 400, 4<sup>th</sup> floor, Watsonville, CA 95076 by the filing deadline. **No postmarks accepted.** An application may be obtained by calling 831.768.3025 or by going to the City's website at [www.cityofwatsonville.org](http://www.cityofwatsonville.org). Candidates will receive written notification after applications have been screened for requirement compliance. Testing and interview dates will be announced at a later time. Prior to appointment to the position of Accounting Assistant, Department of Justice fingerprinting will be required.



The City of Watsonville encourages workplace diversity and is an equal opportunity employer.

The City of Watsonville is committed to compliance with the Americans with Disabilities Act by including people with disabilities in all of its programs and activities.

**NOTE: THIS ANNOUNCEMENT DOES NOT CONSTITUTE A CONTRACT, EXPRESSED OR IMPLIED, AND ANY PROVISIONS CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVISED WITHOUT NOTICE.**