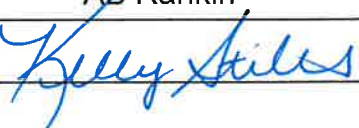


## CITY OF UNALASKA

### Position Description

Job Class: <b>Non Exempt</b>	Job Title: <b>Accounting Assistant II – General Billing</b>
Supervisor: <b>Senior Accountant - AR</b>	Department: <b>Finance</b>
Wage Grade: <b>8</b>	Full Time/Part Time: <b>Full Time</b>
Probationary Period: <b>6 Months</b>	Union: <b>IUOE Local 302</b>
DEPARTMENT REVIEW	
Submitted By: <b>AB Rankin</b>	Date: <b>7-1-13</b>
Reviewed By: 	Date: <b>7/9/2013</b>
HR Approval:	Date:

A position description is written to describe work currently organized and performed by a fully qualified employee (who possesses the knowledge, skills, and experience required by the position). One should be on file for each regular position. Attach a copy of the last position description prepared for this position.

#### SELECTION GUIDELINES

**Formal application, rating of education and experience; oral interview, successful completion of pre-employment drug screening, and reference/background check.**

**The duties listed in this position description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.**

**This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

When was the last time this position description was updated? Date: **07-2007**

What is the overall purpose and objective of this position (why does this position exist)?

**This position functions as the Accounting Assistant II – General Billing and is responsible for performing the following: Provides accounting support for the ports, housing and airport enterprise funds, tideland leases and miscellaneous accounts receivable. Assists and enters data for Accounts Payables.**

Explain the level of supervision received: **Receives direct supervision from the Senior Accountant – AR**

Explain the level of supervision this position exercises: **None**

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

List the major duties and responsibilities of the job. The list may not reflect the ranked importance of each responsibility of or the main functions of the job.

1. **Prepare invoices for ports, airport, tideland leases, housing, and miscellaneous accounts receivable. Provides account codes for daily accounts receivable checks and/or receipts. Prepare and mail monthly statements to accounts receivable customers.**
2. **Contact delinquent customers by telephone or e-mail and document collection Contacts; prepare and send collection letters, delinquent notices, Maritime liens, and prepare small claims cases for collections.**
3. **Provide customer service – answer billing questions, explain invoices and Billing process, troubleshoot problems with invoices for all Accounts- Receivables accounts.**
4. **Reconcile accounts receivable general ledger accounts. Prepare Journal entries for month and year end. Prepare monthly revenue reports. Reconcile and prepare audit schedules or other work papers for annual audit.**
5. **Acts as a back up for the cash receipts and utility billing positions on a daily basis and during scheduled and unscheduled personal leave.**
6. **Enters accounts payable batches on a weekly basis and assists the Accounts- Payable Accounting Assistant to keep the City's payables current.**
7. **Other finance related duties as assigned.**

Does this position have access to confidential information? Yes   X   No        if yes, please provide detail.

- ✓ **Utility customer credit and payment history.**
- ✓ **Miscellaneous accounts receivable customer credit and payment history.**
- ✓ **Sales, real and property tax payments.**

Does this position have access to or handle City funds? Yes   X   No        If yes please provides detail. **Processes all types of payments to the City; i.e. wires, credit cards, cash and checks for utility, accounts receivable, fees, taxes, and services.**

Is it important to this position that the incumbent be able to communicate fluently in English? Yes   X   No        If yes, please explain.

**Position has personal and telephone contact with the public and City employees regarding billing, payments, and collection calls. The incumbent must have the**

Accounting Assistant II – AR

7/2/2013

Page 2 of 5

**ability to communicate clearly in difficult situations.**

What are the minimum qualifications necessary for this position?

Education and Experience:

- ✓ **High school diploma or GED**
- ✓ **Two years experience in bookkeeping or accounting.**
- ✓ **Other combinations of education or experience that could provide the knowledge, skills and abilities listed will be evaluated on an individual basis.**

What are the preferred qualifications for this position?

- ✓ **One year experience in customer service and/or collections.**
- ✓ **Successfully passing two sequential college level accounting classes**

List the necessary knowledge, skills, necessary training, and abilities to qualify for this position.

- ✓ **Basic knowledge of bookkeeping terminology and practices, office procedures, general record keeping and filing systems.**
- ✓ **Specific knowledge of accounting methods and procedures for accounts receivable and fixed assets.**
- ✓ **Knowledge of general record keeping and filing systems utilized in accounts receivable departments.**
- ✓ **Ability to learn about basic maritime and airport operations.**
- ✓ **Ability to establish and maintain productive working relationships with City of Unalaska elected and appointed officials and staff, the public, vendors, and agencies.**
- ✓ **Ability to maintain professionalism under pressure, to manage simultaneous tasks and projects, and to meet multiple deadlines.**
- ✓ **Strong problem solving skills.**
- ✓ **Strong organizational skills.**

List any required technical skills (typing, computer skills, diesel mechanics, etc.):

- ✓ **Knowledge of computers and data entry.**
- ✓ **Knowledge of office practices, procedures, and general office equipment.**
- ✓ **Must be proficient in a Windows Environment, including word processing, spreadsheet, and database software.**
- ✓ **Familiarity with multi-line phone system.**
- ✓ **Data entry.**

Check any of the following factors that are important to successful performance in this position:

Problem Solving	<input checked="" type="checkbox"/>	Bilingual	<input type="checkbox"/>
Analytical Ability	<input checked="" type="checkbox"/>	Interpersonal Skills	<input checked="" type="checkbox"/>
Communication Skills	<input checked="" type="checkbox"/>	Dexterity	<input checked="" type="checkbox"/>

Describe the requirements of this position which make these factors important:

The customer service and collections duties require that the position be able to communicate with customers and city employees in a positive-professional manner under often-difficult circumstances. Strong problem solving skills are needed to troubleshoot problems with and answer questions about billings and billing policies. Manual dexterity is needed for data entry, writing, filing and handling payments. Strong organizational skills are needed for entering accounts payable batches and performing duties in a timely fashion. The incumbent must work closely with the Ports Department, and assist them as needed in order to keep the City billing current.

### LEGAL REQUIREMENTS

Are there any local, State, or Federal training, certification(s), or standards required for this position? If so, please provide detail: **Position is subject to successful completion of a pre-employment drug test.**

Is there any training, certification(s), or standards required for this position after he/she has been hired which an employee must pass to retain this position? If so, please provide detail: **All required certifications and licenses must remain current for the duration of employment.**

### WORKING CONDITIONS

Are there particular working conditions associated with this position which should be noted (i.e., working environment, hours of work, travel, work space, inclement weather, etc.)? Yes ☐ No ☒ If yes, please explain: **Working conditions are consistent with a normal office environment.**

### ANALYSIS OF PHYSICAL DEMANDS OF POSITION

Check physical demands that apply.

Describe job responsibilities which require physical demands checked.

- |             |          |                    |   |
|-------------|----------|--------------------|---|
| 1. Strength |          |                    |   |
| a. Standing | <b>X</b> | <b>5%</b> of time  | <b>makes copies, sends faxes, mails</b> |
| Walking     | <b>X</b> | <b>5%</b> of time  | <b>makes copies, sends faxes, mails</b> |
| Sitting     | <b>X</b> | <b>90%</b> of time | <b>data entry, reviewing mail</b>       |
| b. Lifting  | <b>X</b> | <b>40 lbs.</b>     | <b>paper boxes, archive boxes</b>       |
| Carrying    | <b>X</b> | <b>40 lbs.</b>     | <b>paper boxes, archive boxes</b>       |
| Pushing     | <b>o</b> | lbs.               |   |
| Pulling     | <b>o</b> | lbs.               |   |
| 2. Climbing | <b>X</b> |                    | <b>retrieving archive boxes</b>         |
| Balancing   | <b>o</b> |                    |   |

3. Reaching	<b>X</b>	<b>retrieving archive boxes</b>
Handling	<b>o</b>	
4. Stooping	<b>X</b>	<b>filing</b>
Kneeling	<b>X</b>	<b>filing</b>
Crouching	<b>o</b>	
Crawling	<b>o</b>	
5. Speaking	<b>X</b>	<b>customer service, collections and</b>
Hearing	<b>X</b>	<b>departments</b>
6. Seeing	<b>X</b>	<b>reading documents and computer</b>
Depth Perception	<b>o</b>	<b>screens</b>
Color Vision	<b>o</b>	

### **HISTORY SUMMARY**

08-1995 –	Latest version on file.
02-2004 –	Removed incumbent and included probationary period. Changed signature blocks and included “Selection Guidelines.” Included standard language.
07-2007 –	Updated job description from part-time to full-time and added fixed assets responsibilities. Updated job title to reflect general billing and fixed assets functions. Added strong organizational skills to necessary KSA’s.
07-2013 -	Updated job description by removing fixed assets and adding the entering of accounts payable batches. A few typos were noted and corrected. Added working closely with the Ports Department.