VALLECITOS WATER DISTRICT

FINANCE ASSISTANT

DEFINITION

Under general supervision, performs a wide variety of administrative and clerical work in support of the overall Finance department, including computer related tasks, typing, filing, data entry, and customer service work of a routine nature; performs related duties as required.

CLASS CHARACTERISTICS

This single incumbent position is responsible for a wide variety of general clerical, computer related, and customer service duties in support of the Finance department, including Finance, Accounting, Meters, Purchasing, and Customer Service, with occasional instruction or assistance; works individually within a framework of established procedures. This class is distinguished from Accounting Supervisor in that the latter has supervisory responsibility for all accounting functions.

ESSENTIAL FUNCTIONS

Essential functions include, but are not limited to, the following:

- Types a variety of documents such as correspondence, standard finance forms, charts, and reports in draft or final form using computer, word processing programs; types from written, recorded, or printed sources and/or oral instructions; proofreads materials for correct grammar, spelling, and punctuation;
- Assists Accounting department with clerical and data entry tasks related to Accounts Payable/Receivable and Payroll;
- Researches and prepares property information and submits to appropriate agencies during payment collection proceedings;
- Prepares, validates, processes and reviews a variety of documents, records, and reports, such as invoices, requisitions, and purchase orders, for completeness, accuracy, and submission standards; uses and monitors the District credit card for District purchases; may keep petty cash;
- Organizes the disposal and sale of public surplus items in accordance with rules and regulations; maintains all relevant records;
- Arranges travel for assigned District staff, including registration and hotel and transport reservations; completes travel related forms; arranges registration for training and other functions;
- Performs Finance filing; organizes the electronic scanning and destruction of department paper documents with outside vendors in accordance with District’s records management and retention policy; operates scanner and computer for electronic document storage and retrieval;
- Notarizes District documents, including contracts, quitclaim deeds, construction agreements, and parcel maps;
Explains routine procedures, processes, or departmental activities; obtains routine information to create or update department files; provides routine assistance;
May open, sort, and distribute mail, memos, and messages; collects outgoing mail and affixes appropriate postage
Sets up rooms for meetings by placing necessary supplies at each place, including arranging for and setting up refreshments and meals as necessary; maintains Finance Conference Room;
Assists other finance staff as assigned, including but not limited to, receptionist duties, taking payments, processing vendor invoices, reconciling vendor statements, and financial data entry; provides temporary and vacation relief to Customer Service;
Operates copiers and a variety of office equipment;
Performs duties in a professional manner and works well with others or in a team setting;
Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public;
Regular attendance and adherence to prescribed work schedule to conduct job responsibilities;
Observes safe work practices and safety methods; performs other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge, Skills, and Abilities

Knowledge of:
- Contemporary office methods and procedures;
- Principles of purchasing and accounts payable;
- A variety of computer software programs, including spreadsheet and word processing;
- Operation of a variety of office equipment, including computers, copiers, scanners, and fax machines;
- Purpose and tasks of various Finance departments.

Ability to:
- Communicate clearly and concisely, both orally and in writing; use correct English grammar, punctuation, and spelling;
- Deal tactfully and effectively with customers and the public;
- Type reports; keep and maintain accurate records; alphabetize or numerically/chronologically sort materials;
- Understand applicable laws, ordinances, codes, and regulations related to public agency finance;
- Establish and maintain effective working relationships with those contacted in the course of the work;
- Proficiently operate a desktop computer and standard office software;
- Observe safe work methods and safety precautions related to the work.

Education & Experience

Any combination of education or experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be: high school graduation, and two years of experience in related clerical work involving the use of a variety of computer software programs. Experience in related finance departments desirable.

Licenses, Certificates, and Special Requirements
Possession of an active notary public commission, in good standing, issued by California Secretary of State.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employees may be required to wear and/or use personal protective and other safety equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employees are frequently required to sit, talk, or hear; use hands and fingers to grasp and feel objects, tools, or controls; and reach with hands and arms. Employees are occasionally required to walk. Employees must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision and the ability to adjust focus.

Environment: Office environment. Frequently works in or around areas with minor amounts of dust. Some work done on ladders up to 4 feet above ground. Noise level is usually quiet.

I have reviewed this Job Description with my Supervisor and agree with its contents.

____________________________________________________________________
Employee Signature Date
____________________________________________________________________
Supervisor Signature Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.