

NEVADA IRRIGATION DISTRICT

Job Description

Job Title:	Finance Assistant I/II	Reports To:	Controller
Salary Range:	A41 / A61	Approved by Board of Directors:	10/12/2022
FLSA Status:	Non-Exempt	Unit:	Office
<i>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.</i>			

Definition

Performs a variety of financial and clerical accounting support duties; receives and processes payments; organizes and maintains related financial records; balances and reconciles accounts; performs related support duties in the area of assignment which may include accounts receivable, accounts payable, payroll and cash receipts.

Distinguishing Characteristics

Finance Assistant I: This is the entry level class in the Finance Assistant series. Positions in this class typically have little or no directly related work experience. The Finance Assistant I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Finance Assistant II: This is the journey level class in the Finance Assistant series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

This class is distinguished from the Senior Finance Assistant in that the latter performs the more complex and difficult work in the area of assignment and provides direction and oversight for assigned accounting clerical personnel.

Supervision Received and Exercised

Finance Assistant I

Receives immediate supervision from assigned supervisory personnel; may receive direction and oversight from a Senior Finance Assistant.

Finance Assistant II

Receives general supervision from assigned supervisory personnel; may receive direction and oversight from a Senior Finance Assistant.

Essential Functions Statements

Essential and other important responsibilities and duties may include, but are not limited to, the following:

1. Perform financial or accounting support work and assist with special projects as assigned.
2. Perform clerical recordkeeping transactions.

3. Audit, review, input, and process accounts payable, vendor and contractor invoices, post, verify and balance District accounts; prepare accounts payable batch for payment processing.
4. Assist with entering timekeeping data through an online computer system and prepare various reports.
5. Prepare journal entries and reconcile general ledger, journals, and bank and credit card statements; assist in researching discrepancies.
6. Perform a variety of general administrative office support duties such as typing, proofreading, filing, receiving and distributing mail, and answering the telephone.
7. Maintain accounting and financial documents.
8. Prepare a variety of correspondence, spreadsheets and periodical reports.
9. Monitor and verify daily, weekly, and monthly data processing printouts; make corrections as necessary.
10. Build and maintain positive working relationships with coworkers, other District employees and the public using principles of effective customer service.
11. Perform related duties as assigned.

Qualifications

Finance Assistant I

Knowledge of:

- Basic mathematics.
- Clerical accounting practices.
- Correct spelling, grammar, and punctuation.
- Principles and practices of effective customer service.
- Modern office equipment including use of applicable computer applications and software.

Ability to:

- Understand clerical accounting support role.
- Learn to interpret and explain District policies and procedures.
- Learn to maintain a variety of financial records and files.
- Learn to use computerized accounting software.
- Operate and use modern office equipment including a computer and applicable software.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Responsibility to:

- Obey safe work practices, procedures, and regulations including wearing protective equipment and safety devices.
- Operate equipment in a careful and safe manner.
- Acknowledge the use of safeguards by other employees.
- Report any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.
- Report any safety risks or hazards to your supervisor or other management personnel.

- Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

Finance Assistant II

In addition to the qualifications for the Finance Assistant I:

Knowledge of:

- Terminology used in governmental accounting.
- Principles and practices of basic accounting.
- Principles and practices of recordkeeping.
- Payroll tax laws and regulations.
- Computer software including spreadsheets, database packages and work processing.
- Principles and practices of accounts receivable, accounts payable and billing operations.
- District policies and procedures related to area of assignment.

Ability to:

- Review a variety of documents for accuracy.
- Prioritize work and coordinate several work activities.
- Make mathematical calculations with speed and accuracy.
- Apply accounting and financial support principles to the maintenance of transactional area of assignment.
- Organize and maintain a variety of financial records and files.
- Interpret and explain District policies and procedures.
- Operate computerized accounting software.
- Type with sufficient skill to complete forms and enter information into a computer system.
- Communicate clearly and concisely, both orally and in writing.

Experience and Education Guidelines

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Finance Assistant I: One year of clerical accounting experience that involved providing customer service.

Finance Assistant II: Two years of responsible experience similar to Finance Assistant I with the Nevada Irrigation District.

Education:

Equivalent to the completion of the twelfth grade.

License and Certificate:

Possession of a valid California driver's license.

Working Conditions

Environmental Conditions:

Work is normally performed in a temperature-controlled office environment subject to typical office noise.

Physical Conditions:

Essential functions may require maintaining physical ability and mobility necessary to sit at a desk for prolonged periods of time; intermittently twist and reach office equipment; occasionally stoop, bend, kneel, crouch, reach; perform simple grasping and fine manipulation; use telephone, write and use keyboard to communicate through written means; lift or carry, push and/or pull weight of up to 25 pounds; verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Hearing: Hear in the normal audio range with or without correction.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to review documents related to department operations; observe, identify, and problem solve office systems and procedures; understand, interpret and explain department policies and procedures; explain and problem solve office issues for the public and with staff; handle conflict.