

**City of Imperial Beach**  
**POSITION DESCRIPTION**

**Title:** Financial Services Assistant  
**Department:** Administrative Services  
**Division:** Finance

**GENERAL PURPOSE:**

Under direction performs complex administrative and accounting duties; and to do related work as required.

**SUPERVISION RECEIVED**

Works under the general supervision of the Administrative Services Director.

**SUPERVISION EXERCISED**

May supervise Senior Account Clerk/Technician, Account/Clerk Technicians, support staff, or other part-time or temporary staff as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Primarily handles complex administrative and accounting projects as designated by Department Director;

Supervises the preparation of the City Payroll and supporting documentation; maintains and balances general and subsidiary accounting ledgers; checks and processes documents involved in financial transactions; does financial posting and journal entry; makes and verifies extensions; assists in preparation of financial reports and budgets; assists professional staff in collection financial information; investigates and corrects accounting errors; assists auditors in obtaining information; operates common office equipment, including the typewriter, computer, cash register and calculators; may make recommendations for improving accounting system; may assist in supervision of subordinate accounting personnel and volunteer employees. Maintains project accounting report on developers fund; coordinates with State, Federal and Local Agencies in reference to grant monies; handles improvement Assessment Bonds.

**PERIPHERAL DUTIES**

Perform related duties and responsibilities as requested or assigned.

**DESIRED MINIMUM QUALIFICATIONS**

Education & Experience

Equivalent to graduation from high school and five (5) years of increasingly responsible experience in paraprofessional accounting or an equivalent combination of training and experience.

### **KNOWLEDGE OF**

Knowledge of modern office practices, procedures and the operation of office machines. Knowledge of basic financial record keeping practices, procedures and terminology. Knowledge of pertinent laws and regulations governing fiscal record keeping.

### **ABILITY TO**

Ability to make arithmetical calculation rapidly and accurately. Ability to perform general office work. Ability to operate office machines such as the typewriter, computer, cash register and calculators. Ability to type; Ability to compile and prepare financial reports. Ability to plan and supervise the work of others; Ability to establish and maintain effective working relationships with citizens and other employees. Ability to maintain effective accounting procedures, ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees and the public.

### **TOOLS AND EQUIPMENT**

Personal computer, including spreadsheet and Microsoft for word, excel and power point. Central financial computer system, calculator, telephone; 10-key calculator; typewriter; copy and fax machines.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finer, handle or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quite.