

Job Class Code: 1015	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 3

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to provide accounting support for assigned area of responsibility. The class is responsible for entering accounting data, updating and maintaining accounting information and files, and performing various account functions and calculations. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

TYPICAL TASKS
<ul style="list-style-type: none"> • Collects, enters, updates, and maintains account information. • Generates payments for invoices, refunds, and/or payroll. • Calculates amounts to process checks for payments. • Verifies, monitors, and reconciles accounts. • Performs various accounting functions such as preparing accounts receivable, deposits, and/or vacation and leave information. • Researches information to solve accounting discrepancies or track payments. • Prepares accounting forms and reports. • Answers phones and inquiries regarding account information. • Performs related tasks as necessary such as processing mail and maintaining files. • Performs other related duties as assigned.

GENERAL STANDARDS	
Data Involvement	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.
Interpersonal/People Involvement	Gives information, guidance, or assistance to people to directly facilitate task accomplishment; may give instructions or assignments to helpers or assistants.
Reasoning Requirements	Performs semi-skilled work involving set procedures but solves frequent problems.
Mathematical Requirements	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percents.
Language Requirements	Reads technical instructions, procedures manuals and charts; composes routine and specialized reports, forms and letters; speaks compound sentences using normal grammar.
Mental Requirements	Performs clerical and technical tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field; requires normal attention with short periods of concentration for accurate results.
Decisions/Supervisory Control	Guides others, making frequent decisions, affecting the individual, coworkers, and others who depend on the service or product.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education in accounting or related field.
Experience	In addition to satisfying the vocational/educational standard, this class requires a minimum of six months of related, full-time equivalent experience.
Special Certifications and Licenses	Depending on departmental operational needs, may require a valid driver's license and a driving record in compliance with City Driving Standards.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.