

**Lane Council of Governments
Job Classification**

Job Title:	Accounting Assistant	FLSA Status:	Exempt
Division:	Administrative Services	Range:	17
Reports To:	Financial Services Manager	Last Revised:	November, 2001

General Statement of Duties

Prepares, reviews, monitors, and posts complex financial data for a wide range of accounting activities, according to generally accepted accounting procedures. Develops and prepares financial statements and reports. Coordinates agency liability insurance. Identifies and implements strategies to streamline fiscal processes.

Supervision Received

Work is performed under general supervision and work performance is evaluated through periodic checks and through the adequacy and timeliness of products and services provided and results observed.

Supervision Exercised

Supervises Purchasing Specialist and may provide guidance, training and assign work tasks to others and assist in setting priorities.

Resource Responsibility

Some responsibility for financial and personnel resources. Work is subject to review and includes checks and balances. Makes recommendations to supervisor regarding correct use of resources.

Distinguishing Features

The Assistant classification is distinguished from the Associate classification by performing less complex duties with less latitude for independent decision-making.

Essential Job Functions

Monitor agency's daily cash balance. Maintain adequate cash for current requirements and transfer excess cash to pool to earn higher interest. Record all deposits, disbursements, pool transfers, electronic deposits and miscellaneous transactions in checking account ledgers and prepare journal entries for the general ledger.

Code and enter into system over a million dollars of revenue each month. Review coding for accuracy and balance totals to checking account ledger.

Compile information and prepare approximately 40 billings per month for several service areas, such as Telecommunication Operations, Historical Museum, Metro Television and Meal Prep program. Prepare miscellaneous invoices for several service areas on a quarterly time schedule and assist in preparing invoices for approximately 100 LGS contracts.

Monitor and record all transactions for two LGIP Pool accounts. Prepare journal entries for the general ledger and maintain account ledgers. Notify LCOG's 911 Program Manager of State 911 revenues received. Make electronic transfers to the City of Eugene and notify City staff of transfer. Maintain 911 ledger and prepare journal entries.

Maintain a solid understanding of the Loan Program and its reporting requirements to RECD. Issue checks for loan closings and expenses and record transactions into system and checking account ledger. Assist with filing quarterly reports to RECD and reconciles borrower's payments against escrow ledgers. Posts borrower's payments to lending database. Maintain current insurance information for each borrower.

Monitor and assess LCOG's liability and automobile insurance policies and work with local insurance agent to determine if current policies adequately protect LCOG from risk. Maintain a working relationship with local insurance agent and CCIS risk managers and serve as main contact person in the event of an incident. Create procedures and maintain documentation for all insurance accidents involving LCOG's vehicles and liability claims and maintain files for all policies and correspondence.

Prepare monthly adjustments for change in cash and pool transactions and enter into system. Balance receipts and disbursements to checking account ledger and make necessary journal entries for voided checks, electronic payments, bank interest, service charge and other miscellaneous bank adjustments.

Coordinate and monitor agency's fleet of 11 vehicles. Maintain a working relationship with Lane County's Fleet Service staff. Analyze vehicle usage to optimize replacement funds and make recommendation to increase/decrease size of fleet. Prepare monthly JE for vehicle mileage expense and train Schaefer's Building staff person assigned to oversee vehicle repairs and problems related to vehicles assigned to S&SD.

Construct spreadsheets as the need arises to streamline fiscal processes.

Completes other projects that require researching data and entering on existing or newly created spreadsheets, as requested by staff

Assists Financial Manager with yearly closing procedures.

Other Job Functions

Provides back-up support to other clerical positions and the office in case of absence or work overload.

Performs other related duties as assigned.

Working Conditions

The work is performed primarily indoors requiring hand/eye coordination in the operation of business machines. Work may involve occasional lifting of object weighing 15 to 25 pounds.

Knowledge, Skills, and Abilities

Considerable knowledge of generally accepted accounting practices and financial record keeping and reporting.

Considerable knowledge of basic math including the ability to add, subtract, multiply, and divide with accuracy.

Considerable knowledge of computerized spreadsheets or computerized payroll system.

Considerable knowledge of laws, regulations, standards and prescribed procedures applicable to accounting.

Ability to develop procedures to streamline fiscal processes.

Ability to create spreadsheet formats to assist in maintaining financial records.

Ability to apply established procedures and guidelines to the keeping of accounts and the preparation of financial reports.

Ability to communicate effectively with other employees and the general public using tact, courtesy and good judgment.

Ability to work with accuracy and attention to detail to meet deadlines.

Ability to understand and execute oral and written instructions, policies and procedures.

Ability to operate standard office equipment.

Ability to physically perform assigned duties.

Education and Experience

Bachelor's degree in accounting and one year related experience, or any combination of education and experience that provides the applicant with the knowledge, skills, and ability required to perform the job.

Licenses, Certificates, and Other Requirements

None.