

# NEW CASTLE COUNTY GOVERNMENT

Number 0249

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## CLASS SPECIFICATION

Date 05/01/03

Title: ACCOUNTING OPERATIONS ASSISTANT

Approved:



GENERAL STATEMENT OF DUTIES: Performs supervisory and para-professional accounting operations work in the Office of Finance relating to the administration of the County's centralized fiscal support services; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs a variety of supervisory, technical, and para-professional duties in all areas of the County's centralized fiscal support services. Responsibilities include planning, coordinating, and supervising the daily activities of the centralized fiscal services section and ensuring that policies and procedures relating to general disbursements and payrolls of the County are carried out properly. This employee provides technical assistance and advice to vendors, employees, and fiscal personnel in other departments. Work is performed under general supervision. This employee has latitude for the exercise of independent judgment within established policies and procedures.

EXAMPLES OF WORK: (Illustrative only)

- Coordinates, administers, assigns, and supervises work relating to the daily activities of the County's centralized fiscal support services;
- Provides internal training for staff to maintain accuracy, quality, and timeliness of general disbursements and payrolls;
- Conducts vendor research, analyzes data, and prepares reports;
- Studies recurring problems or trends that may affect future procurement activities or internal policies, advises management, and informs other departments of procedural findings and decisions;
- Recommends external training and provides related training for staff and other County departments to improve processing deficiencies and increase knowledge of operational procedures;
- Provides assistance to other departments on fiscal matters relating to general disbursements for procurements made through purchase orders, requests for checks, cross charges, and direct charges;
- Enforces adherence to established administrative policies and general accounting procedures;
- Implements procedures and techniques to improve fiscal internal controls and records controls;
- Oversees the issuance of checks by balancing check runs against vouchers or payroll input transactions;
- Processes transmittals for bank deposits;

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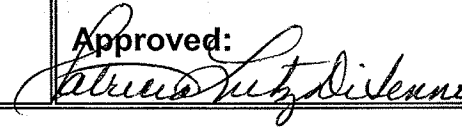
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Date 05/01/03

## CLASS SPECIFICATION

Title: ACCOUNTING OPERATIONS ASSISTANT

Approved:



- Participates in the testing and evaluation of new computer systems and upgrades;
- Investigates and responds to vendor inquiries relating to payment practices of New Castle County and informs purchasing staff of critical matters;
- Collects, compiles, analyzes, and prepares information for system update;
- Oversees and evaluates the flow of input to the County's accounts payable, payroll and general ledger system and ensures that all accounting entries and reports are correctly updated;
- Prepares monthly statistical reports;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer, and other related equipment in the course of the work.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Good knowledge of accounting principles, practices, and methods; good knowledge of governmental bookkeeping principles and practices; good knowledge of office management practices and procedures; ability to plan, direct, and supervise the work of subordinates; ability to establish and maintain effective working relationships with employees, other departments, vendors, and the general public; ability to communicate courteously and effectively, both verbally and in writing; ability to prepare clear, concise reports; willingness to learn and perform a variety of assigned tasks; ability to pass a Class III County physical examination.

**ACCEPTABLE EXPERIENCE AND TRAINING:** At least three years of experience at the level of Account Clerk III and completion of two years of college with major course work in accounting or business administration; or five years of experience in the accounting field to include at least three years of experience at the level of Account Clerk III; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**HISTORY OF REVISIONS:**

Established: 05/09/95  
Revised: 07/01/97  
Revised: 11/01/98  
Revised: 05/01/03