

**Open to the Public
As of July 3, 2018**

Accounting Assistant – Finance

Primary Function

Performs detailed technical accounting work and maintains account controls within the City of Lancaster established accounting system. This employee is responsible for administrative tasks through performance of varied responsible administrative duties. This position involves such activities as processing of accounts payable and the preparation of a variety of fiscal reports, within the broad framework of existing laws and policies. Supervision is received from the General Accounting Supervisor through discussions and periodic review of finished work.

Work Hours

Monday – Friday; 8:30 AM – 5:00 PM

Training and Experience

- Associates Degree in Accounting or Business Administration and six (6) to twelve (12) months professional accounting experience in government or industry is required.

Licenses and Certificates

- Possession of a current valid drivers' license issued by the Commonwealth of PA is required.

Comments

- This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.

Salary: \$39,337.77 - \$51,139.10, dependent upon qualifications

Full-Time; Excellent City benefit package

Applications will be accepted until the position is filled.

The City Job Application and full job description are available at www.cityoflanasterpa.com/city-job-listings

The City of Lancaster is an Equal Opportunity Employer

City of Lancaster Job Description



Job Title:	Accounting Assistant	Job Code:	2440
Department:	Administrative Services	FLSA:	Non-Exempt
Job Grade:	1008 – Non-Bargaining	Effective Date:	6/1/17
Reports To:	General Accounting Supervisor	Revision Dates:	

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Principle Duties & Responsibilities

- Follows safe practices in the performance of duties.
- Processes accounts payable on a weekly basis.
- Provides all positive pay reporting to bank.
- Orders office supplies and maintains office supply inventory for the Finance Department.
- Reconciles petty cash for all City departments.
- Performs the billing and accounts receivable function for assigned customers.
- Collects, sorts and maintains storage of timecards.
- Assist in the maintenance of electronic files for all grants.
- Prepares quarterly reports (e.g. Hartman trust report).
- Prepares and processes all monthly recurring journal entries.
- Reviews and analyzes certain assigned invoices (e.g. health & life insurance, parking, etc) for accuracy on a monthly basis; coordinates the resolution of billing issues.
- Maintains the monthly books for Lancaster Industrial Development Authority.
- Analyses certain monthly cash receipt accounts, including preparation of adjusting journal entries and audit work papers.
- Provides assistance as requested to Senior Finance Department staff.

Position Qualifications

Knowledge, Skills and Abilities

- Follows safe practices in the performance of duties.
- Considerable knowledge of modern office management procedures, practices, and equipment as applied to accounting operations is required; proven proficiency in knowledge, understanding and use of the Microsoft (or similar) suite of tools (Word, Excel and Outlook).
- Considerable knowledge of the principles, practices, and methods of accounting.
- Working knowledge of the applications of a mainframe Data Processing System.
- Considerable knowledge of the State laws and City ordinances governing the maintenance of financial records and the reporting of financial information.
- Proven ability to read, write, speak and comprehend English.
- Proven ability to work as part of a team and to collaborate successfully with other.
- Proven ability to adapt to new or changed situations and to show flexibility in making improvements in work processes and operations.
- Proven ability to exhibit customer-centered behaviors and to focus on customer needs.
- Proven ability to commit to excellence in service and to continuous improvement.

Training and Experience

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Licenses and Certificates

- Possession of a valid Pennsylvania State Driver's License is required.

Environmental Conditions

- Indoors, Environmentally Controlled

Safety Equipment Used or Needed

- None

Comments

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