

POSITION DESCRIPTION
CITY OF NOBLESVILLE, INDIANA

POSITION: Accounting Assistant
DEPARTMENT: Office of Finance and Accounting
WORK SCHEDULE: 8:00 a.m. - 4:30 p.m., M-F
JOB CATEGORY: COMOT (Clerical, Office Machine Operation, Technician)

DATE WRITTEN: January 2019 **STATUS:** Full-time
DATE REVISED: November 2024 **FLSA STATUS:** Non-exempt

The City of Noblesville, Indiana, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities.

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required.

Incumbent serves as Accounting Assistant for the Office of Finance and Accounting Department, responsible for maintaining and balancing accurate accounting records.

ESSENTIAL JOB FUNCTIONS:

Prepares claims/vouchers for accounts payable bi-monthly following Council approval. Maintains detailed accounting of all city departments, with the exception of Utilities, according to State Board of Accounts (SBOA) requirements, including posting receipts, purchase orders, and claims/vouchers. Prints, sorts, and distributes vendor checks.

Facilitates departmental review of claims dockets and preparation of Large Claim Summaries. Provides completed dockets and summaries to Finance Committee members ahead of meetings, facilitating questions as needed.

Submits positive pay file to various banks for fraud prevention. Serves as a second authorization for bank wires as required.

Performs internal control duties to ensure the reliability of financial reporting, compliance with regulations, and the effectiveness of operations within the City of Noblesville. Completes internal control training as required by Indiana Code (IC) 5-11-127 regarding the safeguarding of assets, preventing fraud, and promoting operational efficiency and integrity.

Answers telephone and greets office visitors, including responding to inquiries, providing assistance, taking messages, or transferring/directing to appropriate department or individual. Receives various fees and provides receipts.

Drives to bank daily as assigned. Prepares bank deposits for daily receipts as assigned.

NON-ESSENTIAL JOB FUNCTIONS:

Performs duties of other Accounting Assistant in his/her absence.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

High school diploma or GED. Associate Degree in Business, Accounting, Finance or related area and a minimum of three years related experience, or equivalent combination of education and experience preferred.

Ability to successfully complete internal controls training as directed.

Working knowledge of Department policies and procedures and legal requirements, and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Advanced knowledge of and ability to make practical application of bookkeeping and accounting principles, ability to perform relevant arithmetic calculations, and maintain accurate records, including recording transactions, balancing accounts, reconciling statements, and creating related reports.

Working knowledge of the *City of Noblesville Civilian Employee Personnel Policy Handbook* and ability to apply these regulations/standards to employment.

Working knowledge of Standard English grammar, spelling and punctuation, and ability to type with speed and accuracy and properly operate a variety of standard office equipment, including computer, printer, telephone, fax machine, postage meter, copier, and calculator. Advanced knowledge of Microsoft Office Programs, such as Word, Excel, Outlook, Teams, and SharePoint.

Ability to understand and follow oral and written instructions and work alone and with others in a team environment with minimum supervision, often under time pressure.

Ability to effectively communicate orally and in writing with co-workers, other city departments and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to occasionally work extended, weekend and/or evening hours.

Possession of a valid Indiana driver's license, a demonstrated safe driving record, and must remain insurable through the City of Noblesville's liability insurance carrier. (Refer to the Civilian Personnel Policy for additional information.)

II. RESPONSIBILITY:

Incumbent performs a variety of standard, recurring duties according to a flexible, customary routine.

Incumbent works with minimum supervision, with work reviewed for compliance with technical accuracy and adherence to state guidelines. Errors in incumbent's work are usually prevented and readily detected through standard bookkeeping checks. Undetected errors may result in loss of time for correction and work delays in other departments/agencies.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other city departments, and the public for the purpose of exchanging information.

Incumbent reports directly to the Accounting Manager.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment involving sitting for long periods, typing on a computer for long periods, close/far vision, handling/grasping/fingering objects and occasionally involving lifting/carrying objects weighing less than 25 pounds. Incumbent occasionally works extended, weekend and/or evening hours.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Accounting Assistant for the Office of Finance and Accounting Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____ If yes, please explain: _____

Applicant/Employee Signature

Date

Name Printed