



# TRAVIS CENTRAL APPRAISAL DISTRICT

## HUMAN RESOURCES DIVISION

### JOB DESCRIPTION

DATE	June 2022	JOB TITLE	Accounting Assistant
DEPARTMENT	Administrative	STATUS	Exempt
REPORTS TO	Accounting Manager	SALARY	Grade 6
JOB#	2022120101		

#### **ESSENTIAL JOB FUNCTIONS:**

Under the Accounting Manager's direct supervision, this position is responsible for assisting with all accounting functions, including accounts payable, accounts receivable, and clerical assistance for accounting functions such as scanning, responding to vendors, filing, etc. Job duties will include assisting with preparing financial reports, including the statement of financial position, income statements, cash flow statements, and asset valuation as required for use by management, board of directors, and lenders. This position will also serve the Deputy Chief Appraiser on a limited basis. **Must be able to work overtime when needed with little notice.**

#### **QUALIFICATION REQUIREMENTS:**

**Education:** Prefer Bachelor's degree in accounting or finance. Equivalent business experience such as a full charge bookkeeper may be substituted for education requirements. Prior experience in local government preferred.

**Experience:** Three years of administrative support experience, including one year of accounting administrative knowledge such as preparing invoices, billings, and vouchers, reviewing and coding financial information, and maintaining account balances.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

#### **KNOWLEDGE & ABILITIES:**

- Must have accurate Data Entry skills equivalent to 45 wpm typing and ten key by touch
- Proficient with Excel and Word
- Must be highly-organized, accurate and meet deadlines
- Must have demonstrated proficiency in written and oral communications
- Must be authorized to work in the US
- Must have a stable job history
- Must be highly-organized, detail-oriented, excellent self-starter, able to prioritize and complete projects in a timely manner.

**ESSENTIAL PHYSICAL DEMANDS:** Must be able to sit or stand for extended periods, have the ability to reach and twist the upper body, bend, and kneel. Must use hands for data entry for most of the work day. Must be able to hear and speak both in person and by phone. Must be able to see and read fine print and lift to 30 pounds. The position requires considerable concentration and the ability to manage time effectively, follow instructions, and work without supervision. It is subject to stress caused by a changing public environment, diversity in the organization, heavy workload, and mandatory deadlines. Requires the ability to assess information, ask questions, and execute assignments.

**ENVIRONMENT FACTORS:** Indoor activity with constant exposure to video display computer terminal, interface with the public. Moderate stress levels are constant with occasional significant stress.

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*Resumes are welcome, but applicant must submit a completed employment application before an interview will be granted.*