

ACCOUNTING ASSISTANT I OR II



An Outstanding Career Opportunity

Tahoe City Public Utility District (TCPUD) is seeking a skilled and motivated individual to join our Accounting Team as an:

Accounting Assistant I or II

Based upon qualifications and experience



TCPUD is seeking a skilled and dedicated accounting professional to join our team as an Accounting Assistant I or II. The position may be filled at the Accounting Assistant I or Accounting Assistant II level, depending on the candidate's experience and qualifications. While both levels perform similar accounting support duties, the Accounting Assistant II is distinguished by a greater level of experience and the ability to perform tasks with less direct supervision and increased independence.

Position Highlights:

The following are examples of the essential functions of the position. For a full list of the essential functions, please see attached job description.

Accounting Assistant I or II

- Gather, tabulate, proof and maintain various statistical and financial data and records for such processes as accounts payable, payroll, accounts receivable and general ledger accounting.
- Prepare a variety of weekly, monthly, quarterly and year-end financial reports such as W2, 1099 and Payroll Taxes. May prepare special reports such as engineering hours charged against specific projects.
- Post, check, balance and adjust accounts; enter data into computer and produce reports and registers.
- Perform manual check processing and assist in reconciliation of bank statements.
- Prepare and process customer billings including sewer and water bills.
- Respond to customer inquiries, escalating the more difficult questions/customers as necessary.
- Receive and account for money and payments.
- Prepare bank deposits and deposit receipts and deliver to bank.

The Ideal Candidate

The ideal candidates for this position will also have a combination of education and experience that would give them the necessary qualifications. A typical way to obtain the knowledge and abilities would be:

Education: High school diploma or equivalent.

Experience: One (1) to two (2) years of progressively responsible experience performing work in general finance, accounting, or a related field.

Certification & Licensing Requirements: Possession of appropriate and valid driver's license and driving record that complies with District policy.

In addition, the selected candidate will have knowledge of common financial and accounting work practices and software applications and will possess effective Microsoft Office skills, including proficiency in Excel, Word, and Outlook.

WHY TCPUD IS THE EMPLOYER OF CHOICE IN THE TAHOE BASIN:

TCPUD is a special district located on the North Shore of Lake Tahoe in Tahoe City, California, and approximately 45 miles southwest of Reno, Nevada. TCPUD’s mission is to serve the people, our community, and its environment by providing safe and reliable water service, sewer service, and parks and recreation services to enhance quality of life.

At TCPUD, we don’t just provide essential services — we cultivate a workplace where people feel valued, supported, and inspired. Recognized as the 2023 Best Place to Work, our District’s culture is rooted in our 5 Core Values of Service, Professionalism, Teamwork, Communication, and Initiative. At TCPUD, we are a team that’s passionate about service, sustainability, and making the Tahoe City community a better place to live and work!

COMPENSATION AND BENEFITS

TCPUD offers a competitive salary and benefits package. The pay range for Accounting Assistant I is \$29.39 - \$38.21 per hour and for Accounting Assistant II is \$33.12 - \$43.06 per hour. Placement in the pay range will be based on qualifications and experience.

Retirement: The District participates in the California Public Employees’ Retirement System (CalPERS).

Deferred Compensation: The District participates in the CalPERS 457 Plan with a 2% contribution made by TCPUD.

Medical Insurance: The District currently provides and pays the full premium for employee plus qualified dependents for the CalPERS Gold PPO Plan.

Dental and Vision Insurance: The District currently provides and pays the full premium for a \$1,500 annual dental benefit for employee plus qualified dependents and a \$500 annual vision benefit for employee plus qualified dependents.

APPLICATION & SELECTION PROCESS

Interested and qualified individuals are invited to submit a cover letter, resume, and and a completed job application. TCPUD's job application can be found at <https://tcpud.org/jobs>. Please note, candidates must submit a cover letter, resume, and TCPUD application in order to be considered.

This position is open until filled. Resumes and applications will be screened relative to the criteria outlined in the job description. Candidates with the most relevant experience and qualifications will be invited to an in-person interview.

The first review of applications will be Friday, August 1, 2025.
For more information, visit www.tcpud.org or contact Caty DeLone, Human Resources Manager (530) 580-6043 or cdelone@tcpud.org.



TAHOE CITY PUBLIC UTILITY DISTRICT

Job Description

Job Title: Accounting Assistant I
Department: Governance and Administrative Services
Supervised By: Accounting Manager
FLSA Status: Non-Exempt
Revision Date: July 2025

JOB SUMMARY

To perform a variety of accounting clerical functions including processing payments, bills and payroll, answering customer inquiries, and preparing a variety of weekly, monthly, quarterly and year-end financial and/or statistical reports.

DISTINGUISHING CHARACTERISTICS

The Accounting Assistant I is the entry-level clerical classification in the Accounting Assistant series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Accounting Assistant I classification is distinguished from the Accounting Assistant II by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from Accounting Manager.

ESSENTIAL FUNCTIONS

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Gather, tabulate, proof and maintain various statistical and financial data and records for such processes as accounts payable, payroll, accounts receivable and general ledger accounting.
- Prepare a variety of weekly, monthly, quarterly and year-end financial reports such as W2, 1099 and Payroll Taxes. May prepare special reports such as engineering hours charged against specific projects.
- Post, check, balance and adjust accounts; enter data into computer and produce reports and registers.
- Perform manual check processing and assist in reconciliation of bank statements.
- Prepare and process customer billings including sewer and water bills.
- Respond to customer inquiries, escalating the more difficult questions/customers as necessary.
- Receive and account for money and payments.
- Prepare bank deposits and deposit receipts and deliver to bank.

- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Establish, maintain and foster positive and effective working relationships with co-workers and all others contacted in the performance of assigned duties.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Research discrepancies in assigned area(s) of responsibility and, according to established procedures, make appropriate corrections.
- Provide documentation and assistance during annual audit.
- Maintain and track credit card accounts for District employees.
- Process benefits claim forms submitted by employees.
- Provide back-up assistance to other accounting staff.
- Perform all other duties as assigned.

EMPLOYMENT STANDARDS

1. Knowledge of:

- Methods, terminology and practices used in financial and accounting work.
- Basic office practices and procedures.
- Effective customer service skills.
- Modern office practices, methods, and computer equipment, including relevant software applications.
- Principles and practices of customer service.
- Safe work practices.

2. Ability to:

- Perform accurate mathematical calculations using addition, subtraction, multiplication and division.
- Intermittently, review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff.
- Ensure compliance with and timely processing, filing, and/or payment of all Federal, State, and local reporting mandates and deadlines.
- Type and prepare a variety of financial and statistical reports.
- Utilize spreadsheet, word processing and other related software packages to generate work.
- Effectively use and maintain a variety of filing systems and accounting records.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.
- Operate and use modern office equipment including computers and applicable software.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Understand both oral and written instructions and carry out in a positive manner.
- Establish, maintain and foster positive working relationships with those contacted in the course of work.

EDUCATION AND TRAINING REQUIREMENTS

1. Education and Experience Requirements:

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: The successful completion of high school or the equivalent.

Experience: One (1) year of general finance, accounting, or similar experience.

2. Certification & Licensing Requirements:

- Possession of appropriate and valid driver's license and driving record that complies with District policy.

ENVIRONMENTAL CONDITIONS

Work is performed in a typical temperature-controlled office environment subject to typical office noise and conditions.

PHYSICAL JOB ANALYSIS

Daily Occurrence defined as: RARELY \leq one hour per day; OCCASIONALLY one to three hours per day; FREQUENTLY three to six hours per day; CONTINUOUSLY six to eight hours per day.

1. Gross Body Movement

<u>Activity</u>	<u>Daily Occurrence</u>
Sitting	Continuously
Standing	Occasionally
Walking	Occasionally
Walking on uneven terrain	Rarely
Driving	Occasionally
Hearing	Continuously
Speaking	Continuously
Seeing	Continuously

2. Job-Specific Body Movement

<u>Activity</u>	<u>Daily Occurrence</u>
Bending at waist	Occasionally
Climbing (stairs/ladders/etc.)	Occasionally
Crawling	Occasionally
Crouching	Occasionally
Kneeling	Occasionally
Pushing (10 lbs.)	Occasionally
Pulling (10 lbs.)	Occasionally

Stooping	Occasionally
Working at heights (6 feet above ground)	Rarely
Working/Reaching above shoulder level	Occasionally
Working/Reaching below shoulder level	Occasionally
Working/Reaching at desk level	Continuously

3. Lifting

<u>Weight</u>	<u>Daily Occurrence</u>
1 to 10 lbs.	Frequently
11 to 25 lbs.	Occasionally
26 to 50 lbs.	Occasionally
51 to 75 lbs.	N/A
76 to 100 lbs.	N/A
Over 100 lbs.	N/A

4. Hand Coordination

<u>Activity</u>	<u>Daily Occurrence</u>
Hand	
Pulling	Occasionally
Pushing	Occasionally
Fine Manipulation	
Typing/Keyboard	Continuously
Calculator	Frequently
Writing	Continuously
Hand tools	Rarely
Equipment (nuts/bolts, etc.)	Rarely
Simple Grasping	
Files	Occasionally
Computer mouse	Continuously
Phone receiver	Frequently
Power Grip	
Power tools	Rarely
Equipment (shovel, etc.)	Rarely
Arm	
Lateral	Continuously
Rotation	Occasionally

5. Height of Objects Reached/ Used

<u>Object</u>	<u>Height</u>
Filing cabinets	5 feet

Shelves/Storage

6 inches above head

6. Mental Requirements

<u>Activity</u>	<u>Daily Occurrence</u>
Analyzing	Continuously
Identifying	Continuously
Interpreting	Continuously
Knowing	Continuously
Observing	Occasionally
Problem Solving	Occasionally
Remembering	Continuously
Understanding	Continuously
Explaining	Occasionally

APPROVED BY: Sean Barclay, General Manager on February 16, 2022



TAHOE CITY PUBLIC UTILITY DISTRICT

Job Description

Job Title:	Accounting Assistant II
Department:	Governance and Administrative Services
Supervised By:	Accounting Manager
FLSA Status:	Non-Exempt
Revision Date:	July 2025

JOB SUMMARY

To perform a variety of accounting clerical functions including processing payments, bills and payroll, answering customer inquiries, and preparing a variety of weekly, monthly, quarterly and year-end financial and/or statistical reports.

DISTINGUISHING CHARACTERISTICS

The Accounting Assistant II is the journey level clerical classification in the Accounting Assistant series. The Accounting Assistant II classification is distinguished from the Accounting Assistant I by the ability to perform the full range of duties assigned, with only occasional instruction or assistance as unusual or unique situations arise.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Accounting Manager.

ESSENTIAL FUNCTIONS

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Gather, tabulate, proof and maintain various statistical and financial data and records for such processes as accounts payable, payroll, accounts receivable and general ledger accounting.
- Prepare a variety of weekly, monthly, quarterly and year-end financial reports such as W2, 1099 and Payroll Taxes. May prepare special reports such as engineering hours charged against specific projects.
- Post, check, balance and adjust accounts; enter data into computer and produce reports and registers.
- Perform manual check processing and assist in reconciliation of bank statements.
- Prepare and process customer billings including sewer and water bills.
- Respond to customer inquiries, escalating the more difficult questions/customers as necessary.
- Receive and account for money and payments.
- Prepare bank deposits and deposit receipts and deliver to bank.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

- Establish, maintain and foster positive and effective working relationships with co-workers and all others contacted in the performance of assigned duties.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Research discrepancies in assigned area(s) of responsibility and, according to established procedures, make appropriate corrections.
- Provide documentation and assistance during annual audit.
- Maintain and track credit card accounts for District employees.
- Process benefits claim forms submitted by employees.
- Provide back-up assistance to other accounting staff.
- Perform all other duties as assigned.

EMPLOYMENT STANDARDS

1. Knowledge of:

- Methods, terminology and practices used in financial and accounting work.
- Basic office practices and procedures.
- Effective customer service skills.
- Modern office practices, methods, and computer equipment, including relevant software applications.
- Principles and practices of customer service.
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2. Ability to:

- Perform accurate mathematical calculations using addition, subtraction, multiplication and division.
- Intermittently, review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff.
- Ensure compliance with and timely processing, filing, and/or payment of all Federal, State, and local reporting mandates and deadlines.
- Type and prepare a variety of financial and statistical reports.
- Utilize spreadsheet, word processing and other related software packages to generate work.
- Effectively use and maintain a variety of filing systems and accounting records.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.
- Operate and use modern office equipment including computers and applicable software.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Understand both oral and written instructions and carry out in a positive manner.
- Establish, maintain and foster positive working relationships with those contacted in the course of work.

EDUCATION AND TRAINING REQUIREMENTS

1. Education and Experience Requirements:

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: The successful completion of high school or the equivalent.

Experience: At least two (2) years of progressively responsible experience performing duties comparable to that of an Accounting Assistant I with the District.

1. Certification & Licensing Requirements:

- Possession of appropriate and valid driver's license and driving record that complies with District policy.

ENVIRONMENTAL CONDITIONS

Work is performed in a typical temperature-controlled office environment subject to typical office noise and conditions.

PHYSICAL JOB ANALYSIS

Daily Occurrence defined as: RARELY \leq one hour per day; OCCASIONALLY one to three hours per day; FREQUENTLY three to six hours per day; CONTINUOUSLY six to eight hours per day.

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Sitting	Continuously
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Walking	Occasionally
Walking on uneven terrain	Rarely
Driving	Occasionally
Hearing	Continuously
Speaking	Continuously
Seeing	Continuously

2. Job-Specific Body Movement

<u>Activity</u>	<u>Daily Occurrence</u>
Bending at waist	Occasionally
Climbing (stairs/ladders/etc.)	Occasionally
Crawling	Occasionally
Crouching	Occasionally
Kneeling	Occasionally
Pushing (10 lbs.)	Occasionally
Pulling (10 lbs.)	Occasionally

Stooping	Occasionally
Working at heights (6 feet above ground)	Rarely
Working/Reaching above shoulder level	Occasionally
Working/Reaching below shoulder level	Occasionally
Working/Reaching at desk level	Continuously

3. Lifting

<u>Weight</u>	<u>Daily Occurrence</u>
1 to 10 lbs.	Frequently
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26 to 50 lbs.	Occasionally
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Hand	
Pulling	Occasionally
Pushing	Occasionally
Fine Manipulation	
Typing/Keyboard	Continuously
Calculator	Frequently
Writing	Continuously
Hand tools	Rarely
Equipment (nuts/bolts, etc.)	Rarely
Simple Grasping	
Files	Occasionally
Computer mouse	Continuously
Phone receiver	Frequently
Power Grip	
Power tools	Rarely
Equipment (shovel, etc.)	Rarely
Arm	
Lateral	Continuously
Rotation	Occasionally

5. Height of Objects Reached/ Used

<u>Object</u>	<u>Height</u>
Filing cabinets	5 feet

Shelves/Storage

6 inches above head

6. Mental Requirements

<u>Activity</u>	<u>Daily Occurrence</u>
Analyzing	Continuously
Identifying	Continuously
Interpreting	Continuously
Knowing	Continuously
Observing	Occasionally
Problem Solving	Occasionally
Remembering	Continuously
Understanding	Continuously
Explaining	Occasionally

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