

Accounting Assistant Realistic Job Preview Script

Bold text is to be read aloud to accompany the slides. Non-bolded text is a reminder for the slide.

Slide 1&2

Welcome to the Accounting Assistant Realistic Job Preview. In this preview, we will review some of the work conditions and tasks of the Accounting Assistant position, as well as some information about working in the Merit System.

Slide 3

There will be several work conditions to keep in mind for the Accounting Assistant job.

These include:

- **Working behind a desk which requires sitting for long periods of time**
- **Working in an office that is air conditioned**
- **Working in an office space shared by multiple co-workers**
- **Working with the public**
- **Possible mandatory overtime**

As we progress through the Realistic Job Preview, these work conditions will be explained through interviews, videos, and pictures.

Slide 4

There are many departments in Jefferson County in which Accounting Assistants work, including Finance, Environmental Services, General Services, Human Resources, Revenue, and Tax Collector. They are also located at Cooper Green Mercy Health Services and at Fleet Management.

Slides 5-9

Accounting Assistants perform many different tasks, but the job is very similar across departments with small differences. Accounting Assistants perform the following tasks.

- **Count money**
- **Handle sensitive information (i.e., patient information, credit card numbers, and social security numbers)**
- **Open mail**
- **Perform calculations**
- **Research customer issues (including payment amounts, payment history, and customer insurance information)**
- **Review regulations and policies**

- **Speak with customers**
- **Take and process payments (including large payments, providing change to customers, and providing service to upset customers who may think their payment is too high),**
- **Read and review documents**
- **Send and receive emails**
- **Duties involved in ensuring employees get paid on time (i.e. tracking employee hours including overtime)**
- **Schedule work orders**
- **Work with a variety of equipment including computers, typewriters, copy machines, printers, scanners, and calculators**
- **Work with a variety of computer software including Microsoft Outlook, Word, and Excel**

While this preview will discuss the differences between the departments, there are several similarities to mention. First, all the departments have Accounting Assistants work in an office environment on a computer. This includes working with Microsoft Outlook, Word, and Excel. Accounting Assistants also have the possibility of using a copy machine, typewriter, and calculator. It would not be expected to be fully proficient in all of these tools, but a general knowledge would be necessary. Cooper Green Mercy Health Services is the only location that would require the use of a typewriter. The typewriter is used two to three times a month to put addresses on envelopes. Other software and equipment would be department specific and training would be provided. In each department you would be required to provide customer service to citizens and/or other Jefferson County employees.

Also, each department will expect you to report to work on time. While the shifts are different in each department, all of the departments expect you to inform your supervisor if you are going to be late. Repeated lateness can result in being written up or other disciplinary actions up to termination. This applies both during and after the probationary period. Your first year on the job is considered the probationary period.

We will now hear from four employees from four different departments. Not all departments are represented due to how comparable the jobs are across multiple departments.

Slide 7: Photograph 1

Pictured here is an example of where an Accounting Assistant might work.

Slide 8: Photograph 2

These are photos of pieces of equipment that an Accounting Assistant might use.

Slide 9: Photograph 3

Pictured on this slide are screen shots of software an Accounting Assistant might use while working on a computer.

Slide 10

We will now hear from several accounting assistants working within various departments of Jefferson County.

[Turn volume up for videos.]

Slide 10-13 Finance Department

These slides are videos.

Slide 14-18 Revenue Department

These slides are videos.

Slide 19-23 Tax Collector Department

These slides are videos.

Slide 24-27 Fleet Management/Roads and Transportation Department

These slides are videos.

Slide 28

The Accounting Assistant I position is a Grade 13 position, and starts at Step 2. For each year on the job, you usually move up one step until you are on Step 10. Keep in mind that you may not receive a step increase if there is a freeze on step increases for the year or if your performance review is unsatisfactory.

As you can see, Step 2 makes \$13.78 an hour, which totals \$28,670 a year. With each step, the hourly rate increases up to Step 10, which is \$21.38 an hour, or \$44,477 a year.

The Accounting Assistant II position is a Grade 16 position, and starts at Step 2. For each year on the job, you usually move up one step until you are on Step 10. Keep in mind, again, that you may not receive a step increase if there is a freeze on step increases for the year or if your performance review is unsatisfactory.

As you can see, Step 2 makes \$15.96 an hour, which totals \$33,289 a year. With each step, the hourly rate increases up to Step 10, which is \$24.75 an hour, or \$51,487 a year.

The first year of employment with the county is a probationary period. Even though you are on probation for the first year, you still will qualify for the step increase and benefits.

Slide 29

In addition to the paycheck, Jefferson County also offers a competitive benefits package to its employees.

For health insurance, the county offers three plans. One is for the employee, one is for the employees plus one, and one is for the employee and family. The county also offers Group Term Life and Accident Insurance.

For vision and dental insurance, the county offers the same three plans. Vision and dental also have basic or premium option, depending on your needs.

Employees at Jefferson County also earn sick and vacation days. For each month of employment, you earn one sick day and one vacation day. You can carry over up to 40 days of vacation time at the end of the year, and you can carry over unlimited days of sick time at the end of the year. While you earn sick and vacation time from the beginning of your time with the county, you cannot use it within the first three months of work.

In addition to sick and vacation days, the county also observes several holidays through the year. This includes New Year's Day, Dr. Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving, and Christmas. Employees also receive a variable holiday to use at some point during the year.

Last but not least, Jefferson County has a pension system. You will contribute six percent of your earnings into the system each month. After making monthly contributions for ten years, you become partially-vested. After fifteen years, you become fully-vested. When fully vested, your pension benefit upon retirement will be up to 75% of your basic average salary.

Slide 30

This is the end of the Accounting Assistant Realistic Job Preview. Thank you for partaking in this presentation. I know we have covered a lot of information, so if you have any questions about anything you have seen or heard today, please contact the Employee Selection Division using the contact information provided here.

Thank you, and have a great day!