

ACCOUNTING SPECIALIST I/II

JOB SUMMARY

Under general direction, performs specialized and clerical accounting work, including the processing of payroll and related records, preparing journal entries, reports and analysis of financial transactions, bank reconciliations, and other general accounting and clerical duties as assigned. This position is classified as a confidential position.

As the Accounting Specialist I incumbent gains skills and performs more difficult work through experience, training and certification, and as a desired level of proficiency is reached, advancement to Accounting Specialist II can reasonably be expected. Most incumbents gain the skill, experience and certification and proficiency for advancement within two years with the District.

EXAMPLES OF DUTIES

(Duties include but are not limited to the following):

- Processes and maintains payroll and voluntary deduction records, performing responsible tasks such as inputting personnel information, maintaining records of salaries, retirement, employee tax withholding, and fringe benefits.
- Authorizes payroll direct deposits, prepares checks, verifies accuracy of check registers and makes payroll transfers.
- Computes timesheets, inputs time, verifies payroll and pre-edits for accuracy.
- Completes monthly, quarterly and annual payroll-related reports.
- Prepares, analyzes and inputs journal entries and books of original entry into the computer.
- Balances and reconciles general ledger and subsidiary accounts.
- Coordinates closely with human resources staff on a variety of issues including payroll action requests, employee benefits, and other related matters; coordinates with the human resources manager regarding special pay circumstances, and issues that require policy or memorandum of understanding interpretations.
- Compiles various financial or statistical records in accordance with specific instructions or an established procedure.
- Performs a variety of accounting duties including bank reconciliations, and other clerical functions as necessary.
- Prepares miscellaneous billings, and makes collection calls on overdue bills.
- Administers leases including preparing reports, monitoring payments, and providing various notifications to lessees; calculates cell tower leases.
- Calculates agriculture credit monthly and coordinates audit.
- Reconciles records with the general ledger; prepares general ledger entries.

- Updates fixed assets, reimbursements, and receipt records; updates inventory annually.
- Maintains capital improvement account information, including numbers assigned for use, expense analysis, and reimbursement of costs.
- Analyzes private projects after completion to determine the amount of refund or additional billing of customer needed; maintains job cost sub-ledger.
- Transfers water ACH payments weekly.
- Assists the accounting supervisor with year-end audit process preparations.
- Monitors the fixed asset accounting and capitalizes appropriate fixed assets for the year-end audit.
- Monitors, analyzes and records depreciation of all capital assets for the year.
- Performs related work as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and practices of general and governmental accounting, budgeting, auditing, finance, and the development and maintenance of fiscal controls.
- Laws, rules, ordinances, policies and legislative processes controlling District financial functions, and operations.
- Computerized and manual data processing systems, as applied to the accounting work assigned.
- Basic bookkeeping practices and procedures.
- Word processing and spreadsheet software.
- Modern office equipment and procedures.
- General mathematic and statistic principles.
- English usage, spelling, grammar and punctuation.

Ability to:

- Perform clerical and accounting-related functions, including financial analysis work.
- Operate a personal computer using word processing, spreadsheet, database and other business software.
- Serve as a resource person for accounting and other District staff.
- Work independently without supervision.
- Perform account analysis, managerial accounting, payroll, tax accounting and internal auditing.
- Plan, coordinate, and organize work to meet deadlines.
- Maintain confidentiality of records and information.
- Operate a keyboard and 10-key with efficiency and accuracy.
- Make calculations and tabulations and review fiscal and related documents accurately and in a timely manner.
- Make mathematical and statistical computations.
- Exercise tact and deal effectively with officials and representatives of other jurisdictions, regulatory agencies, departments and the general public.
- Understand and carry out oral and written instructions.
- Establish and maintain effective relationships with all levels of employees and customers.

Experience and Education:

Any combination of training, experience and education that could likely provide the required knowledge and abilities stated above, and the ability to perform the duties of the position would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Two to four years of performing accounting work, preferably in a governmental or public agency setting. Proficiency in the use of personal computers and the use of spreadsheet software is required.

Education: Equivalent to the completion of a four-year college or university degree with a major in accounting or closely related field; or an equivalent combination of training and experience.

Licenses and Certificates:

Possession of a valid California driver's license, Class C, with ability to maintain insurability under the District's insurance carrier.

Physical Demands:

See to read fine print; have depth perception; hearing and vision within normal ranges; sit or stand for prolonged periods; use hands and fingers to manipulate small objects and print and write legibly; frequently lift up to 25 pounds; reach with hands and arms; speak in a normal voice to be able to be heard and understood on the telephone and hear normal conversation in person and/or on the telephone, with or without electronic aids.

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