

Pleasant Valley Recreation and Park District, CA



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

ACCOUNTING SPECIALIST

Department: Administration

Pay Grade: F104

FLSA Status: Non-Exempt

JOB SUMMARY

Under general supervision, performs a variety of accounting, personnel, and financial duties in accordance with District policies and procedures.

ESSENTIAL JOB FUNCTIONS

- Perform a variety of computerized accounting duties including but not limited to accounts payable, payroll, and account reconciliation.
- Perform accounts payable functions, from receipt of invoice through release of payment.
- Prepare and process payroll; compile payroll data from timesheets and other records; generate computer reports necessary to verify data entered, calculate withholdings; prepare third-party payments, and respond to all questions regarding payroll.
- Verifies and enters cash reports into the accounting system.
- Prepare and/or audit bank reconciliations, and process related journal entries.
- Prepare and deliver bank deposits.
- Participate and assist in the preparation of comprehensive reports, and assist with the annual District Budget preparation.
- Identify legal requirements for accuracy affecting human resources functions, administer the salary and benefits, maintain the files and records that are relevant to the payroll function.
- Interact with all levels of management, vendors, instructors, employees, group insurance carriers, and medical care providers.
- Maintain a variety of files and records.
- Provide accounting support to other departments as needed.
- Track of capital assets for year-end accounting.

- Complete forms required for compliance with federal, state, and local rules and regulations: to include, but not necessarily limited to W-2 & W-3, 1099 & 1096(annually).
- Process office supply orders.
- Perform other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Associate of arts degree in business, finance, public administration or related field with minimum of two (2) years of progressive experience, administrative responsibility, or equivalent combination of education and experience.

Special Qualifications:

Position requires some amount of driving, therefore, must own a vehicle or have daily access to a vehicle, possess a valid California driver's license with a clean California Department of Motor Vehicle record, and maintain appropriate insurance on the vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification are required no later than six (6) months after employment.

Knowledge, Skills, and Abilities:

- Knowledge and expertise of MS Office Suite, including Word, Excel, and Outlook; database software and contact management systems.
- Knowledge and experience with materials, methods, practices, and equipment in relation to recreation programs.
- Ability to operate basic office equipment and be PC literate with software applications in use in the District.
- Ability to utilize other job-related software programs.
- Ability to be self-motivated, work independently, and manage time well.
- Ability to multitask to handle competing priorities and demands.
- Ability to keep accurate records and prepare detailed reports.
- Ability to communicate effectively with the public, organization, employees, user groups, and community leaders in oral and written form.
- Ability to abide by the District's policies regarding Standards of Conduct and Confidentiality.

PHYSICAL DEMANDS

The work is categorized as light. Additionally, the following physical abilities are required:

- Mobility: Frequent use of office equipment; frequent sitting for long periods of time; occasional bending or squatting.
- Lifting: frequently up to 10 pounds; occasionally up to 25 pounds.
- Vision: constant use of overall vision, frequent reading, and close-up work; occasional color and depth vision.

- Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching.
- Hearing/Talking: frequent hearing and talking, in person and on the phone.
- Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone.

WORK ENVIRONMENT

Work is performed in a typical temperature-controlled office environment subject to typical office noise. The positions will mostly be in a fast-paced office environment requiring the ability to multitask. Positions may require rare/occasional overtime or schedule adjustments due to special events.

Pleasant Valley Recreation and Park District has the right to revise this position description at any time and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date