



Accounting Specialist I – Accounts Payable

Department/Division:	Accounting
Reports To:	Finance Manager
Provides Direction To:	Not Applicable
FLSA Exemption Status:	Non-Exempt
Effective Date:	12/19/2024

GENERAL PURPOSE

Under close supervision of the Finance Manager, to perform routine entry level financial record keeping work related to maintaining and checking financial and statistical records; and to perform other related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the entry level class within the Accounting Specialist – Accounts Payable series with responsibility for accounts payable, accounts receivable, general accounting and payroll duties as assigned.

ESSENTIAL FUNCTIONS

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed within the job class, and incumbents may expect to perform other related similar duties.

- Assembles, matches, sorts, tabulates, checks and files numerical data.
- Codes invoices with vendor and account numbers and enters them into computer for processing accounts payable.
- Prepares checks for authorized signatures and mailing.
- Receives lease payments and maintains related files.
- Prepares and processes a variety of bi-weekly, monthly and quarterly reports; assembles, prepares and enters into computer a variety of data.
- Maintains petty cash.
- Reconciles accounts to the general ledger.
- Keeps abreast of new laws and regulations effecting area of responsibility.
- Participates in District safety meetings.
- Maintain prompt and regular attendance.
- Performs other related duties, as assigned.

QUALIFICATIONS GUIDELINES

Knowledge of:

- Purposes, methods, and practices of financial record keeping and accounting at a basic level.

- Basic English usage, spelling, grammar, and punctuation.
- Modern office practices, equipment, and procedures.
- Personal computer operation and related software applications including basic level Microsoft Office, e-mail, accounting software programs and web-based communication tools.
- Statistical and record keeping methods.
- Safe work practices.

Ability to:

- Maintain a variety of basic financial records.
- Establish and maintain collaborative working relationships with others.
- Communicate clearly and concisely, both orally and in writing.
- Gather, analyze, interpret and present data orally or electronically.
- Understand and apply District procedures without immediate supervision.
- Follow written and oral instructions.
- Make mathematical calculations rapidly and accurately.
- Operate a vehicle observing legal and defensive driving practices.
- Operate standard office equipment, personal computers, Internet, and Microsoft Office software products.
- Keyboard at 40 wpm and use a 10-key calculator by touch.
- Observe proper safety precautions.

Minimum Qualifications

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Education: A high school diploma or satisfactory equivalent, preferably supplemented by the completion of at least two (2) college level courses in accounting, finance, business administration, or related subjects.

And

Experience: A minimum of one (1) year of progressively responsible experience in fiscal, statistical, and financial record keeping.

Licenses, Certificates; Special Requirements:

Must possess an appropriate valid Class “C” Driver’s License issued by the California State Department of Motor Vehicles, and a good driving record.

PHYSICAL AND MENTAL DEMANDS

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case-by-case basis.

While performing the duties of this classification, an incumbent is regularly required to sit and reach with hands and arms. The incumbent is occasionally required to stand, walk, climb or balance and stoop, kneel, crouch or crawl. The incumbent must regularly lift and/or move up to twenty-five (25) pounds.

THIS POSITION MAY BE ELIMINATED, OR THE DUTIES, QUALIFICATIONS AND TRAINING REQUIRED CHANGED BY THE BOARD OF DIRECTORS AND/OR THE GENERAL

MANAGER, WHEN IN THEIR JUDGEMENT, IT IS CONSIDERED NECESSARY AND PROPER FOR THE EFFICIENT OPERATION OF THE DISTRICT.