



Accounting Specialist II – 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 general supervision of the Finance Manager, perform intermediate level accounting and record keeping duties related to the District's accounts payable and billing; and to perform other related duties as needed.

DISTINGUISHING CHARACTERISTICS

This class is the intermediate level in the Accounting Specialist series and is differentiated from the Accounting Specialist I in that incumbents are expected to work with greater independence and have responsibility for intermediate to moderately difficult and complex duties with primary responsibility for accounts payable.

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 duties as needed.

- Processes accounts payable; codes invoices with vendor and account numbers; gathers all supporting documentation and approvals needed for processing.
- Codes invoices with vendor and account numbers and enters data into computer for processing.
- Issues customer refunds, rebate checks and EFT payments; prepares checks for authorized signatures and distribution and/or mailing.
- Prepares bank drafts for posting.
- Reviews, reconciles and posts credit cards transactions; maintains credit card accounts/payments and prepares credit card reimbursements.
- Reconciles and posts petty cash; requests change orders as needed.
- Balances and reconciles accounts; prepares refunds of over payments on accounts.
- Works directly with employees in other departments to resolve accounts payable issues and improve processing and communication within departments.
- Prepares account reconciliations for annual audit for district accounts as required.
- Assist Auditors with special requests needed for District audits.
- Assembles, matches, sorts, tabulates, checks and files numerical data.
- Uses spreadsheet software to keep financial records and process documents involved in

financial transactions; processes invoices for payment.

- Prepares and processes a variety of bi-weekly, monthly, quarterly and year-end reports; assembles, prepares and enters into the financial system a variety of accounting related data.
- Assists in accounts receivable preparing invoices, journal entries and reports.
- Assists the Finance Manager in performing research and investigating accounting variances.
- Assists in handling more difficult technical and accounting issues.
- May train Accounting Specialist I.
- Performs all of the duties of an Accounting Specialist I, as required.
- Cross trains to assist in customer service and billing functions, as necessary.
- Creates correspondence.
- Reconciles accounts to the general ledger.
- Keeps abreast of new laws and regulations affecting 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 General Accepted Accounting Principles (GAAP) at an intermediate level.
- Basic English usage, spelling, grammar, and punctuation.
- Modern office practices, equipment, and procedures.
- Personal computer operation and related software applications including intermediate level Microsoft Office, e-mail, accounting and payroll software programs and web-based communication tools.
- Statistical and record keeping methods.
- Safe work practices.

Ability to:

- Maintain a variety of confidential financial records of intermediate complexity.
- Prepare a variety of financial statistical reports.
- Establish and maintain collaborative working relationships with others.
- Communicate clearly and concisely, both orally and in writing.
- Gather, analyze, interpret and present orally/electronically data.
- Understand and apply District policies and procedures without immediate supervision.
- Follow written and oral instructions.
- Operate standard office equipment, personal computers, and related software.
- 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, supplemented by the completion of at least three (3) college level courses in accounting, business administration, information technology, or related subjects.

And

Experience: Two (2) years of progressively responsible experience in accounting, billing, or customer service.

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.