



ACCOUNTING SPECIALIST II

Department: Accounting
Range:

FLSA Status: Non-Exempt
Effective Date: July 1, 2010

General Purpose

Under general supervision of the Accounting Supervisor, to perform journey level financial and statistical record keeping related to the District's payroll, accounts payable and receivable; and to perform other related duties as required.

Distinguishing Characteristics

This class is the journey 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 Payroll. This class is further distinguished from the Accounting Specialist III in that the higher level is the advanced technical class in which incumbents perform complex para-professional accounting tasks and reports related to the general ledger and provide technical support to the Accounting Supervisor.

Essential Duties and Responsibilities

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.

- Performs regular payroll processing including hours entry, taxes, contributions, and deductions; prints and distributes checks; sets up and sends direct deposit online; runs and distributes payroll reports.
- Calculates funds owed, and initiates payments to CalPERS; prepares retirement reports.
- Assists in administering employee benefits for payroll purposes including insurances, deferred compensation, and related programs.
- Prepares account reconciliations for annual audit for payroll, assessment district, and other accounts as required.
- Notarizes lien documents as requested.
- Assembles, matches, sorts, tabulates, checks and files numerical data.

- Uses computer systems to compile information or create documents relating to customers' transactions; processes customer refunds; record taxes and liens paid by county.
- Uses spreadsheet software to keep financial records and process documents involved in financial transactions; processes invoices for payment.
- Prepares checks for authorized signatures and distribution and/or mailing.
- Prepares and processes a variety of bi-weekly, monthly, quarterly and year-end reports; assembles, prepares and enters into computer a variety of data.
- Assists in accounts payable; codes invoices with vendor and account numbers and enters into computer for processing.
- Assists in accounts receivable preparing invoices, journal entries and reports.
- Assists the Accounting Supervisor in performing research and investigating accounting irregularities.
- Assists in handling the more difficult technical and accounting issues.
- Trains Accounting Specialist I's and other support staff.
- 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 effecting area of responsibility.
- Participates in District safety meetings.
- Performs other related duties, as assigned.

Qualifications

Knowledge of:

- Purposes, methods, and practices of financial record keeping and accounting 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 cooperative working relationships with others.
- Communicate clearly and concisely, both orally and in writing.
- Gather, analyze, and interpret 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:

A minimum of two (2) years of progressively responsible experience in fiscal, statistical, and financial record keeping, of which at least one (1) year was assisting in payroll activities.

Necessary 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.

Possession of a Fundamental Payroll Certification from the American Payroll Association is highly desirable.

Possession of a Certified Payroll Professional Certificate is highly desirable.

Possession of a certificate, as a Notary Public of the State of California, or ability to obtain within one (1) year.

Physical Tasks and Environmental Conditions

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 use hands and fingers to handle, or feel. The employee is frequently required to talk, hear, and to sit and reach with hands and arms. The employee is occasionally required to stand, walk, climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to ten (10) pounds, frequently lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

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Advancement in salary is not automatic. It should be considered a reward for meritorious service. The General Manager may authorize the advancement of an employee who has performed twelve (12) months continuous satisfactory service.

An employee who furthers his/her knowledge in the field or employment may become eligible for consideration of a salary review by the General Manager. The General Manager may authorize reimbursement to the employee for cost of tuition, registration fees, required text books, certification costs and other related charges upon proof of receiving a passing grade, and /or certificate, whichever may be appropriate or both.

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.