Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general supervision provides support in accounting including performing average to moderate difficulty clerical support duties for specific financial functions of the District, including the maintenance of financial, accounting, and/or statistical records in an online accounting system. Provides customer service in person and over the phone, cashiering duties and a variety of accounting clerical tasks relative to assigned are of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receive general supervision from the Finance Director.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Pay invoices and refunds by verifying transaction information; gathering and sorting documents and related information; obtaining proper authorization for payments and refunds.
2. Resolve account discrepancies by collecting and analyzing information, reconciling statements and transactions.
3. Enter cash receipts data into the accounting system.
4. Coordinate deposits and reconciles with recreation software system.
5. Assist the Accounting Specialist with payroll preparation as needed.
6. Maintain filing systems for Finance Department.
7. Perform related accounting duties and responsibilities as required.
8. Contribute to team effort by accomplishing related results as needed.

QUALIFICATIONS

Knowledge of:

1. Accounting procedures.
2. Computer operations.
3. Modern office procedures and methods.
GREATER VALLEJO RECREATION DISTRICT

ACCOUNTING ASSISTANT
Range 39S

Ability to:
1. Perform accounting clerical work requiring use of independent judgment and initiative.
2. Use computer-based systems.
3. Read and comprehend a variety of instructions, short correspondence and memos.
4. Write correspondence as needed.
5. Effectively present information to individuals and small groups.
6. Communicate clearly and concisely, both orally and in writing.
7. Establish and maintain effective working relationships with those contacted in the course of work.
8. Solve practical problems and deal with a variety of situations.

Other Skills and Abilities:
Operate calculator, computer, and typewriter experience.

Experience and Education Guidelines
Any combination of college education, experiences and training that would provide the required knowledge and abilities.

Experience
Two years of recent qualified accounting experiences.

Education
Two years from accredited college with major course work in Accounting or Finance.

License or Certificate
California Driver’s License

WORKING CONDITIONS

Environmental Conditions:
Work is generally performed in an office setting. Pressures may be generated by deadlines, volume of work, frequent interruptions, and seasonal peak work periods.

Physical Demands:
Work may include prolonged sitting, as well as moderate lifting, reaching, stooping, pulling, and pushing activities; manual dexterity, clear speech; and visual and hearing acuity.

ADA Compliance:
The District will make reasonable accommodation of the known physical or mental limitations of a qualified applicant with a disability upon request.

FLSA: Non-exempt