GREATER VALLEJO RECREATION DISTRICT

ACCOUNTING SPECIALIST

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

Provide support in accounting, payroll and personnel areas including performing responsible and varied work in the accounting, financial and personnel functions of the District.

SUPERVISION RECEIVED AND EXERCISED

Receive general direction 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. Maintain payroll operations, information, and records by following district policies and procedures; collecting data and recording the data in the personnel files as well as the payroll data files in the computer. Report needed changes to appropriate supervisors and staff members.

2. Maintain employee confidential information and protect financial security by following internal accounting controls and record retention.

3. Provide payroll information and reports by compiling summaries of earnings and withholding as required by State and Federal laws. Answer questions and requests for information.

4. Process invoices and refunds by verifying transaction information; gathering and sorting documents and related information; obtaining proper authorization for payments and refunds.

5. Resolve account discrepancies by collecting and analyzing information, reconciling statements and account transactions.

6. Collect and record revenue by verifying transaction information and inputting data in accounting systems; reconciling cash balances; preparing and mailing accounts receivable invoices.
GREATER VALLEJO RECREATION DISTRICT
Accounting Specialist (cont.)

**Essential Functions**

7. Assist Finance Director in preparation of monthly financial statements and budgeting as required.

8. Assist Finance Director with various projects as required.

9. Maintain professional and technical knowledge by attending educational workshops, reviewing publications, establishing personal networks.

10. Contribute to team effort by accomplishing related results as needed.

**QUALIFICATIONS**

Knowledge of principles and practices of accounting, financial record keeping and reporting.
Experienced in payroll preparation and reporting.
Experienced in use of computerized accounting systems.
Ability to communicate effectively.

**Experience and Training Guidelines**

Associate Degree in Accounting from accredited college.
Minimum two years of recent accounting experiences.
Ability to perform varied accounting functions requiring use of independent judgment and initiative.

**Other Skills and Abilities:**

Must have experience using office equipment including computers, calculators and typewriters.

**Certificates, Licenses, Registrations:**

California Driver’s License

**Physical Demands:**

While performing the duties of this job the employee is regularly required to sit, use hands to manipulate objects, tools or controls. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand, walk, stoop, kneel or crouch.