

Greater Vallejo Recreation District Job Description

Classification Title	Accounting Clerk II
FLSA Status	Non-Exempt
Salary Grade	52S
Reports To	Finance Director

GENERAL DEFINITION

Under general supervision, performs a variety of routine to complex administrative account support duties in the preparation, maintenance, and processing of accounting records and transactions; processes the District's payroll including insurance, retirement, and leave accrual adjustments; maintains detailed and accurate employee and financial records; performs a variety of financial processing and report preparation activities; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Finance Director.

CLASS CHARACTERISTICS

This is the journey-level classification in the Accounting Clerk series, responsible for independently performing clerical duties in support of finance accounting, and payroll, functions. Positions at this level exercise judgement and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL DUTIES & RESPONSIBILITIES

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the typical functions of the job.

- Verifies, posts, and records a variety of financial transactions within deadlines; prepares and maintains database/record, and a variety of periodic and special financial, accounting and payroll reports; generates reports and reconciles them to appropriate accounts.
- Performs payroll processing functions; processes and audits payroll batching reports, error reports, payroll registers, tax deposits, tax tables, periodic tax returns, W-2 Forms, and related reports within deadlines. Processes Personnel Action Request and prepares annual paid-time-off accrual cashouts, pay rate schedules and payroll schedules within prescribed timelines.
- Maintains records of employee payroll deductions, retirement (including CalPERS), and other factors related to payroll; prepares reports and payments for various tax, financial, and benefits within deadlines.
- Prepares and submits payroll vouchers for payment, including garnishments, retirement contributions (including CalPERS), union dues, deferred compensation, and benefits. Verifies and enters retroactive payroll adjustments for additional pay, or other compensation.

- Answers questions from employees and supervisors related to payroll, leave balances, deductions, and other payroll-related matters. Researches and resolves discrepancies in a timely manner.
- Performs accounts payable functions when needed: processes vendors bills and deposits refunds by verifying transaction information; gathers and sorts related documents and information; obtains proper authorization for payments and refunds.
- Resolves account discrepancies by collecting and analyzing information, reconciles statements and account transactions.
- Performs accounts receivable functions when needed: collects and records revenue by verifying transaction information and inputting data in accounting systems; reconciles cash balances; prepares and mails accounts receivable invoices.
- Participates in the compilation and preparation of the annual budget, provides personnel cost projections; monitors expenditures to ensure compliance with adopted budget; assists with budget publication.
- Assists with the coordination of the district's annual audit; assists with the year-end closing process.
- Assists Director of Finance with special projects as assigned.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

HUMAN COLLABORATION & JOB IMPACT

This area describes personal interaction with others outside direct reporting relationships as well as the impact the job has on GVRD, the department or unit objectives, the output of services, or employee or public satisfaction.

- Work may require providing advice to others outside direct reporting relationships on specific problems or general policies as it relates to the employee's job duties. Contacts may require the consideration of different points of view to reach agreement. Good communication skills are necessary to explain finance policies and procedures. The impact the job has on GVRD is limited in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes accountability and participation if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has moderate fiscal responsibility. Assists in the responsibility for the payroll, billing, receivables, and/or accounting of funds. Assists in the responsibility for the handling and balancing of cash.

MINIMUM QUALIFICATIONS

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Required Education and Experience

- Equivalent to the completion of the twelfth (12th) grade.
- Associate degree in accounting or two (2) years of increasingly responsible experience in accounting, finance, payroll, or a closely related field at a level equivalent to the District's Accounting Clerk I classification.

Required Licenses or Certifications

- None.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Terminology and practices of financial and account document processing and record keeping, including accounts receivable, accounts payable, and payroll.
- Business arithmetic and basic financial and accounting techniques.
- General principles and practices of data processing and its applicability to accounting and public agency operations.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to public agency financial operations.
- Principles and practices of business organization and public administration.
- Record keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation. This includes using Microsoft Excel at an intermediate level or higher.

Ability to:

- Perform detailed accounting and financial support work accurately and within deadlines.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Interpret, apply, and explain policies and procedures within the scope of duties.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Make accurate arithmetic, financial, and accounting computations.

- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand and follow oral and written instructions.
- Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines as they relate to functions of the job.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the typical functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment	X		
Street environment (near moving traffic)	X		
Construction site	X		
Confined space	X		
Vehicle	X		
Warehouse environment	X		
Shop environment	X		
Other	X		
Exposures	Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases		X	
Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances, or waste	X		

Loud noises (85+ decibels such as heavy trucks, construction)	X		
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WORKING CONDITIONS & PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the typical functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the typical functions.

- This position is relatively free from unpleasant environmental conditions or hazards and is *generally sedentary*. Incumbents may be required to exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

EEO STATEMENT

GVRD is an equal opportunity employer.

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. GVRD reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. Directly related experience/education beyond the minimum stated may be substituted where appropriate at the discretion of the Human Resources Department.

Please sign, date, and present this receipt and acknowledgment form to the Human Resources Department. This receipt and acknowledgment form will be kept in your personnel file.

Employee Name (Print)_____

Employee Signature:_____

Date:_____

Date created	12/8/2020
Dates revised	3/18/2023