

GREATER VALLEJO RECREATION DISTRICT

ACCOUNTING CLERK I Range 43S

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.

GENERAL SUMMARY

Under the general supervision of the Finance Director and higher level supervisory staff, performs a variety of routine to complex technical and administrative support duties in the preparation, maintenance, and process of accounting records and transactions, including accounts payable and accounts receivable; balances and maintains manual and computerized accounting and financial records; position is responsible for processing invoices, responding to vendor billing questions, receiving, verifying and depositing money for the District, and recording revenue in accounting software; provides customer service in person and over the phone, cashiering duties and a variety of accounting clerical tasks relative to assigned area of responsibility, and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receive general supervision from the Finance Director and higher-level supervisory staff. Position has no responsibility for the direction or supervision of full-time staff but may have responsibility for the direction or supervision of PT staff, volunteers, or interns.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description. 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 essential functions of the job.

- Prepares all district invoices for payment. Pays invoices and refunds by verifying transaction information, gathering, and sorting documents and related information, and obtaining proper authorization for payments and refunds.
- Reconciles vendor statements, resolves discrepancies, and communicates with vendors regarding invoices and payments. Resolves account discrepancies by collecting and analyzing information.
- Retrieves cash from drop safe and distributes cash bags to Administration Support. Enters cash receipts data into the accounting system.
- Gathers statements, and verifies receipts, authorization, and proper coding to ensure timely payment of monthly billing for CalCard

GREATER VALLEJO RECREATION DISTRICT

ACCOUNTING CLERK I Range 43S

Program. Resolves discrepancies and fraud issues.

- Completes employment verifications.
- Processes State Board of Equalization report online annually.
- Prepares and processes journal entries for account transfers.
- Processes annual 1099 forms.
- Assists in yearly District audits. Provides requested documentation and answers questions.
- Assists the higher-level supervisory staff with tasks as needed, including but not limited to payroll preparation.
- Maintains filing systems for Finance Department.
- Contributes to team effort by accomplishing related results as needed.
- Performs a variety of routine to complex technical and administrative accounting support duties related to accounts receivable, accounts payable, cash management and banking, and department-specific technical accounting duties, including posting, balancing, adjusting, and maintaining manual and computerized accounting and financial records according to established policies and procedures.
- Verifies, posts, and records a variety of financial transactions; prepares and maintains databases, records, and a variety of periodic and special financial, accounting, and statistical reports; generates reports and reconciles accounts.
- Enters and retrieves information and data using standard word processing and spreadsheet software, as well as accounting, financial, and other related electronic information systems specific to the area of assignment.
- Maintains a variety of ledgers, registers, and journals according to established records, changes and resolves differences; maintains the accuracy of accounting and financial records.
- Generates and assists in the preparation of monthly, quarterly, and year-end financial summary and technical reports.
- Performs general office support duties, such as opening and routing mail and deliveries; preparing correspondence; filing and recordkeeping; duplicating and distributing various written materials; and ordering and keeping inventory of office supplies.
- Assists supervisor with special projects as required.
- Works collaboratively with internal and external customers.
- Assists with District special events as needed when directed by Finance Director.
- Reconciles the payroll bank account statement monthly.
- Answers phone and assists customers with various issues. Provides various reports for staff/coworkers. Provides reports to the Finance Director for monthly financials.
- Performs other duties as assigned.

GREATER VALLEJO RECREATION DISTRICT

ACCOUNTING CLERK I Range 43S

HUMAN COLLABORATION AND JOB IMPACT

This area describes the 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. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas. The impact the job has on GVRD is limited in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the 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. May be responsible for the billing, collection and/or accounting of funds. May be responsible for the handling and balancing of cash.

MINIMUM QUALIFICATIONS

Required Education and Experience

High School diploma or G.E.D. equivalency and two years of relevant experience.

Or

High School Diploma and Two years from accredited college with major course work in Accounting or Finance.

Or

Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Other Skills and Abilities:

Must have experience using office equipment including computers, calculators, filing systems, and general office machinery.

Required Licenses or Certifications

GREATER VALLEJO RECREATION DISTRICT

ACCOUNTING CLERK I Range 43S

- California Driver's License with a satisfactory driving record maintained throughout employment
- CPR and First Aid Certification

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Computer operations related to Accounting
- Principles of business letter writing and report preparation.
- Operations and services of finance and accounting.
- Purchasing authorization limits and authorized purchases.
- General Ledger, Accounts Payable, Payroll, Bank Reconciliation, and other Accounting related software products used by the District
- Terminology and practices of financial and accounting document processing and recordkeeping, including accounts receivable and accounts payable.
- Business mathematics and financial and statistical techniques.
- Principles and practices of providing a high level of customer service.
- Principles and practices of basic bookkeeping.
- Relevant occupational hazards and standard safety practices.
- Modern office practices, methods, computer equipment, and applications related to the work.

Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios
- Attention to detail

Ability to:

- Read and comprehend a variety of instructions, short correspondence, and memos.
- Effectively present information to individuals and small groups.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Solve practical problems and deal with a variety of situations.
- Perform detailed accounting and financial office support work accurately and in a timely manner.

GREATER VALLEJO RECREATION DISTRICT

ACCOUNTING CLERK I Range 43S

- Make accurate arithmetic, financial, and statistical computations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures.
- Compose correspondence and reports independently or from brief instructions.
- Maintain confidentiality.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Establish and maintain a variety of filing, recordkeeping, and tracking of systems.
- Independently organize work, set priorities, meet deadlines, and follow up on assignments.
- Demonstrate strong customer services skills and establish, maintain, and foster positive and effective working relationships.
- Use English effectively to communicate in person, over the phone, and in writing.

WORK ENVIRONMENT/CONDITIONS

Position Type/Expected Hours of Work:

This is a full-time, non-exempt position. Typical work week is eight (8) hour days, five (5) days a week. However, depending on needs, incumbents may be assigned an irregular work schedule, including weekends, early mornings, evenings, and holidays.

Work Conditions and 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. This position is relatively free from unpleasant environmental conditions or hazards and is generally sedentary. Incumbents may be required to exert up to fifteen (15) pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. 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.

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. Incumbents typically work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents will interact with individuals interpreting and enforcing rules, policies, and procedures.

GREATER VALLEJO RECREATION DISTRICT

ACCOUNTING CLERK I Range 43S

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

Work Environment	Seldom	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	Seldom	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 (<i>85+ decibels such as heavy trucks, construction</i>)	X		

TRAVEL

Incumbent may need to travel to, but not limited to, various GVRD sites within the district, banking institutions, City Hall, County offices, training sites outside the district, or other job-related locations.

GREATER VALLEJO RECREATION DISTRICT

ACCOUNTING CLERK I
Range 43S

EEO STATEMENT

GVRD is an equal opportunity employer.

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**

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:_____

Created: October 2021