

Calwa Recreation and Park District Job Description

JOB TITLE: ACCOUNTING

BASIC FUNCTION:

Under general supervision of the District Administrator, performs accounting, clerical and record-keeping activities relating to finance/accounting, and other assigned areas. This classification requires employees to have financial record-keeping skills, work independently within a supervised framework of established and standardized policies and procedures and perform a full range of accounting and clerical duties.

EXAMPLES OF DUTIES AND KEY RESPONSIBILITIES:

- Assists the public at the counter and answers telephone inquiries
- Performs detailed accounting and record-keeping work
- Responds to a variety of inquiries and provides information
- Maintains records and account information
- Posts customer payments to proper account
- Verifies accuracy of payments, including researching minor discrepancies and processes payments for check writing
- Researches minor problem accounts and works with customers to ensure payments on a timely basis
- Balances receipt transactions and prepare deposits
- Receives and processes payments and accounts receivable
- Assists with payroll and accounts payable processes as needed
- Maintains and reconciles a variety of records and reports
- Examines and corrects accounting transactions to ensure accuracy
- Performs a variety of general clerical duties including typing, maintaining files and records, and ordering supplies
- Inputs and reviews statistical reports
- Enters information on computer terminals and utilizes the District's accounting system
- Performs related duties as required

QUALIFICATIONS/REQUIREMENTS:

Knowledge, Skills and Abilities:

- Accounting and financial recordkeeping techniques, practices and procedures
- Basic mathematics

- Statistical report preparation
- Research methods
- Clerical accounting methods, forms, and techniques
- Customer account reconciliation and research methods
- Operate computer utilizing a variety of software including word processing and spreadsheet application
- Follow oral and written directions
- Operate standard office equipment including calculator, typewriter, copy machines, etc.
- Develop and maintain effective working relationships with public, elected officials, coworkers, and other District employees
- Work independently exercising effective judgment and decision-making skills
- Understand and interpret applicable ordinances, regulations, procedures, laws, and District policies
- Provide effective customer service in a tactful and courteous manner
- Communicate effectively in written and oral form
- Perform various financial and statistical recordkeeping duties

Experience and Education: Any combination equivalent to experience and education that could likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

- Three (3) years of increasingly responsible accounting and clerical experience
- College level accounting and/or recordkeeping courses; minimum: graduation from high school or GED
- Desirable: Accounting and/or finance experience

Special Requirements:

- Possession of or ability to obtain a valid California driver's license by time of appointment

Physical Standards: Positions in this class are typically situated in a standard office environment resulting in little exposure to the weather and requiring no unusual physical abilities.