

EAST BAY REGIONAL PARK DISTRICT

ACCOUNT CLERK

GENERAL FUNCTION

Under supervision, to perform a variety of routine to complex duties for the entire range of bookkeeping and paraprofessional accounting functions and to assist in special projects by completing analyses and studies.

ESSENTIAL FUNCTIONS

The essential functions of this position include, but are not limited to:

- All areas: Operating a personal computer and other standard office machines; interpreting and applying regulations, policies, contracts, and precedents; communicating with District employees, supervisors, managers, outside vendors, and other jurisdictions; performing arithmetic calculations.
- Payroll: Preparing bi-weekly payroll for processing; auditing employee time records; preparing various Federal and State returns, including W-2 reporting; responding to inquiries from employees, supervisors, County, State and Federal agencies and Courts.
- Accounts Payable: Auditing purchase requisitions and petty cash requests; processing expense reports and purchase orders; receiving and processing invoices for payment to vendors, Federal, State, and other jurisdictions; disbursing checks to vendors; researching and resolving vendor problems.
- Accounts Receivable: Preparing bank deposits; auditing and recording cash and accounts receivable; reconciling bank accounts; maintaining cash and investment records, including petty cash and starting change; issuing invoices; preparing journal entries; distributing computer financial reports.
- Grants: Administering and maintaining financial records for grant and Measure AA projects; tracking grant expenditures and contract reporting requirements; coordinating disaster-related financial data.
- Budget: Assisting with the preparation, distribution, and monitoring of the annual operating and capital budgets; preparing budget performance reports and analyses; processing budget transfers; and providing accounting assistance for assessment districts.

OTHER FUNCTIONS AND DUTIES

Other tasks related to this position will include: composing routine correspondence; establishing and maintaining files; researching and extracting data and other information; posts and maintains journals; processing and monitoring fixed asset inventory; developing electronically-published forms and accounting information.

MINIMUM QUALIFICATIONS

Education: Equivalent to completion of high school and 30 semester units of college level business courses, of which 9 units must be in accounting courses,

AND

Experience: Three years of recent experience in bookkeeping or paraprofessional accounting.

OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of governmental accounting principles and practices; standard office practices, procedures, and computerized financial accounting systems. Ability to operate standard office equipment, including a calculator and a computer terminal. Ability to work independently and exercise sound judgment. Ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal and external customers. Ability to make accurate arithmetic calculations. Ability to research, analyze and interpret policies, regulatory guidelines, and precedents. Ability to communicate effectively both orally and in writing.

SPECIAL CONDITIONS OF EMPLOYMENT

Certain positions will require a valid California driver's license as a condition of initial and continued employment in this classification.

REPORTS TO: A manager or Accounting Supervisor, depending on assignment.