



ACCOUNT CLERK II

DEFINITION AND PURPOSE: Under the general direction of the Administrative Services Manager, the Account Clerk II performs various accounting and clerical skills. The position requires extensive skills in accounting, requiring initiative and a minimum amount of direction and supervision.

ESSENTIAL JOB FUNCTIONS:

Responsibilities and duties include, but are not limited to the following:

- Performs monthly closing and compiles profit & loss, balance sheets, and records changes to assets, expenses, depreciation schedules, projects, 501c3 accounts and any other related accounts
- Distributes financial statements to management and board members. Attends finance meetings.
- Maintain the general ledger, reconcile the bank statement and county reports to the general ledger monthly, including any journal entries as required
- Make bank deposits weekly
- Prepare invoices and process accounts receivables activity. Report aging and process collection activity.
- Review and process payroll
- Review accounts payable and verify supporting documentation for same
- Prepare the District's fixed asset accounting and coordinate the preparation of a fixed asset reserve report which reflects the annual funding necessary for the maintenance of the fixed assets of the District
- Assist with budget preparation by compiling information on revenue, expenses, fixed assets and other data; reconcile fixed assets quarterly
- Assist auditor(s) in annual audit as needed
- Prepare and review State and Federal Quarterly and Yearly reports including W-2's and 1099's, workers compensation audit reports, CalPERS depositing requirements, employment verifications, and prepares reports as necessary
- Process new hires, employee exits, calculate payroll and process payroll/benefit/deduction adjustments as needed
- Maintain and distribute calendar of performance evaluation forms and information for all district employees to District Managers
- Perform a variety of office assignments including filing, typing data entry, document preparation, updating records and creating spreadsheets using computer software, Registration online and online WWW accounts (Word, Excel, Great Plains, Time Clock, RecDesk, Banking, and Credit Card Merchant Services)
- Operation of various office equipment
- Maintain chart of accounts assigning appropriate account codes to new accounts
- Cross train in a variety of essential job functions of the Account Clerk I responsibilities
- Responsible for training accounting personnel

NON-ESSENTIAL JOB FUNCTIONS:

- May assist with office and customer service duties including phones, typing, data entry, registration, filing and any related office duties as needed
- May attend committee meetings when necessary
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

Innovation and creativity, strong organizational skills; ability to multi-task; work independently; maintain records and prepare reports; communicate effectively both orally and in writing; computer applications including Word processing and Excel spreadsheets, maintain cooperative working relationships with District employees, vendors, contractors, user groups, volunteers and the general public; ability to work with the District Board of Directors.



EDUCATIONAL REQUIREMENTS AND QUALIFYING EXPERIENCES

Two years of college or business school with degree in accounting or equivalent.

Minimum of two (2) years full charge bookkeeping experience, or any combination of education and accounting experience to meet qualification.

LICENSES AND CERTIFICATES

Must possess and maintain a valid California C driver's license and a satisfactory driving record based upon specific program needs.

Position requires fingerprint and background check per Section 5164 of the Public Resource Code. Conviction of certain criminal offenses may prohibit employment.

WORK ENVIRONMENT

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, stooping, squatting and making repetitive hand movements in the performance of daily duties. The position also requires both near and far vision when working with documents and operating a computer. The need to lift, carry and push tools, equipment and supplies weighing up to 50 pounds is sometimes required. The position requires working in an indoor, temperature-controlled office environment. The noise level of the indoor setting is usually quiet. The noise level of outdoor settings, if applicable, can be loud, especially when working around maintenance equipment and children.

Position may be full or part-time. When part-time, hours and days worked may be flexible, but must conform with District needs.

COMPENSATION: Regularly scheduled full-time or part-time non-union confidential position.

Wage rate range

\$27.81 - \$36.07

Auburn Area Recreation and Park District is an Equal Opportunity Employer.