ACCOUNT CLERK I

DEFINITION AND PURPOSE: Under the general direction of the Administrative Services Manager and supervised by the Account Clerk II position, performs various accounting and clerical skills. The position requires extensive accounting skills.

ESSENTIAL JOB FUNCTIONS:

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

- Assist and prepares various reports, employment verification, county and bank deposits as required. Assist with general ledger maintenance and reconciliation of the bank statement, including sorting check, and journal entries
- Perform a variety of office assignments including filing, typing data entry, document preparation, updating records and creating spreadsheets using computer software (Word, Excel, Great Plains, TimeClock, Registration online)
- Operation of various office equipment
- Prepare payroll, accounts payable, revenue posting, process refunds, check instructor payments for accuracy
- Review chart of accounts assigning appropriate account codes to new accounts
- Assist with budget preparation by compiling information on revenue, expenses, fixed assets and other data
- Maintain District bookkeeping filing system, including accounts payable and payroll
- Prepare monthly revenue reports, departmental financial statements and distributes same
- Assist with preparing and reviewing State and Federal Quarterly and Yearly Reports including W-2's and 1099's, Workers Compensation Audit Reports, CalPERS deposit requirements, employment verifications, and preparation of reports as required
- Cross train in a variety of essential job functions of the Account Clerk II responsibilities
- Maintain daily cash flow reports

NON-ESSENTIAL JOB FUNCTIONS:

- May assist with customer service duties including phones, typing, data entry, registration and any related office duties as needed
- Answering phones as needed
- Attend committee meetings as necessary
- Acts as liaison for IT services
- 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 spreadsheets, preferably on PC based systems; 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

One year of business school or college equivalent is desirable.

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

LICENSES AND CERTIFICATES

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 part-time or full-time non-union confidential position.

Wage rate range

$23.78– $31.30

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