

JOB DESCRIPTION ACCOUNTING SPECIALIST



THE POSITION

Under direction of the Director of Administration this position is responsible for the various aspects of the District's accounts payable functions. Using computerized processes the position assumes responsibility for the accurate and timely payment of all District obligations. Payments are carried out through both on-demand checks and bi-weekly check runs. The position prepares and/or maintains vendor files, contracts, and related reports. Position may be assigned other related duties and function as back up to other accounting and administrative personnel.

EXAMPLE OF DUTIES

The essential functions of this position include, but are not limited to: performing accounts payable audits; compiling, reconciling, and tabulating invoices for payment; preparing and inputting accurately coded accounts payable vouchers; coordinating payment schedules with all departments; ensuring timely payment of all invoices; completing and verifying check registers for Board approval and distributing payments; handling all vendor communications; correcting billing discrepancies; maintaining all vendor, contract and payment files; responding to annual audit requests; handling year-end 1099 reporting; identifying opportunities for increased efficiency; maintaining liability insurance file; processing NSF checks and correspondence; processing film permit requests for review; assisting with property damage collections and the employee of the month program; and assisting with the chronicling and archiving of accounting and business records following District policy and procedure.

The position may perform other related work as assigned.

EMPLOYMENT STANDARDS

Knowledge, Skills and Abilities: Requires graduation from high school or GED equivalent, and a minimum of (2) two years of directly relevant experience. Must have a good working knowledge of computerized accounts payable processing procedures, journal entry preparation and processing, general accounting principles and procedures and be proficient with spreadsheet and word processing programs. Requires good data entry skills, typing speed of 40 wpm and the ability to operate a computer, 10-key calculator and other standard office machines. Desirable qualifications include: applicable college level course work and/or 3 or more years of related experience, ability to organize workload and meet requisite deadlines with accurate results, and a working knowledge of Microsoft Excel and Word.

License: A California Driver's License with good driving record is required.

PHYSICAL REQUIREMENTS

It is expected that this position will be sitting 70% of the time or more and require the regular climbing of stairs; occasional bending, kneeling, squatting, reaching overhead, stretching, working on rough or

uneven terrain; occasional lifting, carrying, pushing and/or pulling limited to less than 40 pounds; frequent handling and dexterity. Position requires the operation of computer, printer, typewriter, 10-key, photocopier, postage meter, other general office equipment and District vehicle.

11/5/15