

Definition

Under direction of District Administrator & District Manager, performs administrative accounting functions and routine office support tasks, such as accounts payable and other major functional areas as directed; compiles, reconciles, and verifies a variety of accounting, financial, and statistical records, typing forms, correspondence, and other material; proofreading; filing; copying; and collating; receives, screens, and directs visitors, telephone calls, and communications for District staff.

Essential Functions

- Process and reconcile District cash receipts; prepare and reconcile deposit receipts and statements; maintain and reconcile petty cash funds.
- Process vendor invoices for payment; match purchase orders and invoices; confirm authorizations; extend figures; and input data for payment generation.
- Maintain accounting journals and subsidiary ledgers.
- Compute, verify, and reconcile figures on computer printouts and other documents, code information according to established procedures.
- Prepare and print checks and registers; assist in preparing statistical and narrative reports and correspondence and proofread typed materials for accuracy and compliance with District policies.
- Maintain a variety of records and files pertaining to assigned areas of responsibility; assist in preparing reports for District Management.
- Organize own work, set priorities, maintain critical deadlines, and coordinate activities with other District staff to ensure effective completion of the work.
- Modify and use spreadsheets and other computer programs for accounting applications; use data bases and word processing programs. Working knowledge of QuickBooks.
- Perform data entry, review and tracking of District permitting processes.
- Procure and process parts, materials and supplies for District staff.
- Perform a variety of office support tasks; type and proofread routine correspondence, reports, labels, and other materials that are similar in nature; proofread and check typed materials for accuracy and correct English usage, including grammar, punctuation, and spelling; copy, collate, and assemble materials; maintain existing computerized and manual records systems that are similar in nature; do routine filing.
- Assist visitors and callers; receive visitors; determine the nature of their business and direct them to the proper person or office; answer incoming telephone calls; determine the nature of the call and either connect the caller with the proper person or provide factual information regarding District functions and activities.
- Receive and distribute mail; make deliveries as necessary.
- Perform other clerical duties as assigned by District Administrator & District Manager.

Education and Experience

Completion of two years of college with major course work in accounting or a related field and two years of clerical accounting, bookkeeping, or financial record-keeping experience. Additional years of experience may substitute for the educational requirement on a year-for-year basis.

Knowledge of and Skill in:

Posting, verifying, auditing, compiling, and reconciling various documents, records, and reports; auditing, processing, and reconciling accounts receivable, accounts payable; making basic mathematical calculations with speed and accuracy; maintaining accurate records and files; maintaining routine correspondence; modifying and using spreadsheets, data bases and word processing programs; typing sufficiently to enter data.

Ability to:

Understand and carry out oral and written instructions in English; organize work, set priorities, and work on several assignments under time pressures and critical deadlines; exercise sound judgment within procedural guidelines; quickly learn the specific procedures related to the job; apply the methods, policies, and procedures pertaining to the work; perform detailed clerical accounting work accurately; establish and maintain effective working relationship with those contacted in the course of the work; maintain attention to detail despite interruptions; maintain confidentiality of information.

Work Schedule

Schedule shall be a 40-hour work week and periodically include weekends and holidays. Additional hours may be occasionally required.

Licenses Required

None.

Salary

Monthly base salary: Range: 51.1 \$3,474 - \$4,241.08 (includes COLAs and 6% premium pay)