

CONEJO RECREATION & PARK DISTRICT

Job Title: Accounting Assistant I/II - Payroll

Division: Management Services

Summary:

Under general supervision, performs responsible clerical work involved in the preparation and maintenance of payroll and related statistical records for Conejo Recreation & Park District (CRPD) and Mountain Recreation & Conservation Authority (MRCA), in accordance with District policies and procedures.

Essential Duties and Responsibilities:

- Performs a variety of clerical accounting duties involved in the processing of CRPD and MRCA payroll. Coordinates and verifies payroll related input and output.
- Ensures the timely and accurate posting and maintenance of payroll related employee data, the recording of income tax withholdings, and other authorized deductions from pay and allowances.
- Prepares employee pay checks, direct deposits, related transfer warrants, and allocates payroll costs to budget appropriation accounts.
- Prepares all payroll tax payments, quarterly and annual tax reports and employee W-2s.
- Confers with the Human Resource office regarding changes in employee pay and benefits and with individual employees regarding initiation and/or changes in voluntary deductions from pay.
- Balance tax and deduction General Ledger accounts monthly.
- Performs monthly reconciliation for CRPD's bank accounts.

Other Duties and Responsibilities:

- Researches and prepares schedules for payroll audits and special reports requested by auditors, MRCA administrators, and other public agencies
- May be required to drive District or personal vehicle to deliver documents or make bank deposits.
- Performs related duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Accounting Assistant I may promote to Accounting Assistant II upon demonstration of the ability to work independently, satisfactory job performance, and a high degree of proficiency in assigned tasks. The requirements listed below are representative of the knowledge, skill, and/or ability required. *

Education/Experience:

One (1) year of college or business school education; one (1) year of increasingly responsible experience in the maintenance of payroll and related records; or an equivalent combination of education and experience.

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Math Ability:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages. Ability to apply concepts of basic accounting.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates and Licenses:

California Driver's License

Other Required Skills:

Use of word processing and spreadsheets programs.

Supervisory Responsibilities:

This position has no supervisory responsibilities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. *

While performing the duties of this job the employee is not generally exposed to hazardous conditions. The noise level in the environment is moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. *

While performing the duties of this job the employee is regularly required to sit; use hands to finger, handle, or feel; talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; stoop, kneel, crouch, or crawl. The employee is occasionally required to lift up to 25 pounds. The vision requirements include close vision.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Title: Accounting Assistant I/II
JD1006 Reviewed 7/06

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned them by their supervisors or by law.