

CONEJO RECREATION & PARK DISTRICT

Job Title: Accounting Assistant I/II – Accounts Payable

Division: Management Services

Summary:

Under general direction, perform accounts payable duties including processing invoices and preparing checks in payment of purchase and contractual obligations, in accordance with District policies and procedures.

Essential Duties and Responsibilities:

- Audit, verify, reconcile and tabulate invoices and payment requests for accuracy, adjust as necessary.
- Process invoices and payment requests for payment.
- Prepare warrants.
- Reconcile monthly vendor statements.
- Maintain warrant register files.
- Develop and maintain vendor files and records, including processing 1099 forms.
- Interact successfully with vendors to clarify/adjust invoice discrepancies.
- Prepare various recurring reports.

Other Duties and Responsibilities:

- May schedule repair or servicing of District office equipment.
- May be required to drive District or personal vehicle to deliver documents or make bank deposits.
- Perform related duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Account Clerk I may promote to Account Clerk II upon demonstration of the ability to work independently, and demonstrate 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, with courses in bookkeeping or accounting; one (1) year increasingly responsible payable and financial record keeping, preferably in local government; or an equivalent combination of education and experience.

Language Ability:

Ability to read and interpret accounting documents, procedure manuals, and governmental regulations. Ability to write routine reports and correspondence. Ability to effectively communicate business needs.

Math Ability:

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

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written or oral form.

Certificates and Licenses:

California driver's license.

Other Required Skills:

Ability to:

- Operate standard office equipment (examples: personal computer, adding machine, calculator, computer terminal).
- File documents alphabetically, numerically or chronologically.
- Work cooperatively with other District employees and the public.

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 generally not exposed to hazardous environmental 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 use hands to finger, handle or feel; reach with hands and arms; talk or hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch or crawl. The employee is frequently required to lift up to 10 pounds and occasionally 25 pounds. The vision requirements include close vision.

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