



Accounting Specialist I

Part-time position, 20 hours/week

Wage \$18.02 to 24.23/hour

OPEN UNTIL FILLED

Job Duties

Under the direction of the Finance/Hr Director, this position is responsible for day-to-day functions related to the Accounting Department.

- Performs accounting functions related to the preparation of journal entries for general ledger accounts, reconciliation of accounts, accounts payables/receivables and deposits.
- Audits invoices for proper documents, account numbers and approvals; works with the budget to reconcile anomalies regarding coding; audits posting reports and cash requirement reports; check register reports.
- Processes all accounts payable; balances accounts and generates checks; monitors contract payments; maintains vendor data files; prepares 1099s; prepares and analyzes month-end closing and reports for accounts payable.
- Prepares and processes bank deposits of all District revenues, including reconciliation of deposits to Rec Trac and bank information; Performs a variety of financial reporting tasks, including reconciling a number of District accounts and funds; maintains spreadsheets; analyzes and prepares accounts for year-end closing and financial statements; prepares month-end closing and analyzes month-end reports for the general ledger; prepares reports and works with the auditor in gathering and interpreting data for their review.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, District management, staff and the public.
- Provides District IT support.

Qualifications and Education Requirements

- Strong organizational skills
- Computer applications such as spreadsheets, word processing, calendar, e-mail and database software.
- Administrative experience in an office setting.
- An Associate's Degree is desired.

Emailed completed application and resume to Christina Greek, Finance/Hr Officer at cgreek@cameronpark.org. Please include 3 professional references.

Position is open until filled; hiring immediately.

Job Title:	Accounting Specialist I - Confidential	Department/Group:	Cameron Park CSD Administration and Finance
Location:	Cameron Park CSD Office	Will Train Applicant(s):	Specific to assigned duties
Level/Salary Range:	See approved salary chart	Position Type:	Less than 19
OFFICE ADDRESS: Cameron Park Community Services District 2502 Country Club Drive Cameron Park, CA 95682 www.cameronpark.org		BENEFITS: <input type="checkbox"/> Full-Time with all Benefits <input type="checkbox"/> Part-Time with Health only Benefits <input checked="" type="checkbox"/> Less than Part-Time with no Benefits <input type="checkbox"/> Seasonal with no Benefits	
Job Description			
GENERAL DESCRIPTION OF POSITION Under general direction, performs accounting functions related to the preparation of journal entries for general ledger accounts, reconciliation of accounts, accounts payables/receivables, deposits, assists Front Office Operations; and performs other related duties as required. This is a Confidential position.			
DISTINGUISHING CHARACTERISTICS The Accounting Specialist I is the entry-level class expected to perform the full scope of accounts payables/receivables, customer service functions, assistance of Front Office Operations and related support duties with minimum supervision. Assignments are characterized by the presence of general guidelines from which to make decisions and the availability of supervision when required. This classification is distinguished from the next higher classification of Accounting Specialist II in that the latter performs the professional accounting duties.			
SUPERVISION EXERCISED/RECEIVED Receives general direction from the Finance/Human Resources Officer.			
ESSENTIAL JOB DUTIES:			
<ul style="list-style-type: none"> • Performs accounting functions related to the preparation of journal entries for general ledger accounts, reconciliation of accounts, accounts payables/receivables and deposits. • Audits invoices for proper documents, account numbers and approvals; works with the budget to reconcile anomalies regarding coding; audits posting reports and cash requirement reports; check register reports. • Processes all accounts payable; balances accounts and generates checks; monitors contract payments; maintains vendor data files; prepares 1099s; prepares and analyzes month-end closing and reports for accounts payable. • Prepares and processes bank deposits of all District revenues, including reconciliation of deposits to Rec Trac and bank information; Performs a variety of financial reporting tasks, including reconciling a number of District accounts and funds; maintains spreadsheets; analyzes and prepares accounts for year-end closing and financial statements; prepares month-end closing and analyzes month-end reports for the general ledger; prepares reports and works with the auditor in gathering and interpreting data for their review. • Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, District management, staff and the public. • Provides District IT support. 			

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires both near and far vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

REQUIRED EDUCATION AND EXPERIENCE:

- Any combination of education and experience that provides the knowledge, skills and abilities necessary for an Accounting Specialist duties as described above. A typical way of obtaining the required qualifications is to possess the equivalent of two years of general clerical accounting experience and/or two years of college level course work in accounting, bookkeeping or a related field.
- An Associate's degree is desirable.

PREFERRED SKILLS AND/OR CERTIFICATIONS

- Valid California driver's license. Must be able to travel to various locations within and outside the District to meet the District's needs and to fulfill the job responsibilities.

EQUAL OPPORTUNITY EMPLOYER

Cameron Park Community Services District is an Equal Opportunity Employer.