



SUMMARY

Under general supervision, performs a variety of routine to complex technical and administrative account support duties in the preparation, maintenance, and processing of accounting records and transactions, including accounts payable and accounts receivable; balances and maintains manual and computerized accounting and financial records; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher-level supervisory staff and direction from higher-level staff. Leads and directs lower-level staff and volunteers.

DISTINGUISHING CHARACTERISTICS

This journey-level classification is responsible for providing accounting support. Positions at this level perform the full range of duties as assigned, working independently and exercising judgment and initiative. Incumbents in this classification rely on experience and judgment to ensure the efficient and effective functioning of the assigned area. Incumbents are responsible for establishing objectives, timelines, and methods to deliver services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This classification is distinguished from the Accounting Supervisor in that the latter has overall administrative and operational responsibility for accounting functions and services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

1. Performs a variety of routine to complex technical and administrative account support duties related to accounts receivable, accounts payable, cash management and banking, and department-specific technical account duties, including posting, balancing, adjusting, and maintaining manual and computerized account and financial records according to established policies and procedures.
2. Verifies, posts, and records a variety of financial transactions; prepares and maintains databases, records, and a variety of periodic and special financial, accounting, and statistical reports; generates reports and reconciles accounts.
3. Enters and retrieves information and data using standard word processing and spreadsheet software, as well as accounting, financial, and other related electronic information systems specific to the area of assignment.
4. Maintains a variety of ledgers, registers, and journals according to established account policies and procedures; reconciles transactions and data as directed; records changes and resolves differences; maintains the accuracy of accounting and financial records.
5. Generates and assists in the preparation of monthly, quarterly, and year-end financial summary and technical reports.
6. Performs general office support duties, such as opening and routing mail and deliveries; preparing correspondence; filing and recordkeeping; duplicating and distributing various written materials; and ordering and keeping inventory of office supplies.
7. Assists customers, departments, and employees by providing answers and information regarding specific account information, discrepancies, general accounting procedures, and/or department specific issues and problems; researches issues and updates files and departments on action items.
8. Assists supervisor with special projects as required.
9. Works collaboratively with internal and external customers.
10. Assists with District special events as needed.
11. Performs other duties as assigned.



QUALIFICATIONS

Education and Experience:

- High School Diploma or GED;

AND

- Two years of relevant experience.

OR

- Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities.

Knowledge of:

- Operations and services of finance and accounting.
- Terminology and practices of financial and account document processing and recordkeeping, including accounts receivable and accounts payable.
- Business mathematics and financial and statistical techniques.
- Principles and practices of providing a high level of customer service.
- Principles and practices of record-keeping.
- Relevant occupational hazards and standard safety practices.
- Modern office practices, methods, computer equipment, and applications related to the work.

Ability to:

- Perform detailed account and financial office support work accurately and in a timely manner.
- Make accurate arithmetic, financial, and statistical computations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures.
- Compose correspondence and reports independently or from brief instructions.
- Maintain confidentiality.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Independently organize work, set priorities, meet deadlines, and follow up on assignments.
- Demonstrate strong customer service skills and establish, maintain, and foster positive and effective working relationships.
- Use English effectively to communicate in person, over the telephone, and in writing.

Licenses and Certifications:

N/A

PHYSICAL DEMANDS

Must possess: mobility to work in a standard office setting and use standard office equipment, including a computer and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity needed to access, enter, and retrieve data using a computer keyboard, calculator, and to operate standard office equipment. Occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Ability to lift, carry, push, and pull materials and objects up to 40 pounds or heavier weights with assistance and/or the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Incumbents typically work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents will interact with individuals in interpreting and enforcing rules, policies, and procedures.



Livermore Area
Recreation and Park District
An independent special district

ACCOUNTING ASSISTANT

WORKING CONDITIONS

Incumbents may be assigned an irregular work schedule, including weekends, early mornings, evenings, and holidays.

PRE-EMPLOYMENT CONDITIONS

- Department of Justice fingerprint clearance.
- TB Test

CLASSIFICATION DETAILS/HISTORY

Job Code: PT879

FLSA Status: Non-Exempt

Supersedes: Updated on 6/15/23