



Apply to: **SUNRISE RECREATION AND PARK DISTRICT**
7801 Auburn Blvd.
Citrus Heights, CA 95610
(916) 725-1585
www.sunriseparks.com

Closing Date: Friday, January 26, 2018 – 5:00 pm
Please Note: SRPD District Application and Supplemental Questions Required

**SUNRISE RECREATION AND PARK DISTRICT
CLASSIFICATION SPECIFICATION**

JOB TITLE: Part-Time Account Clerk
(Hourly Intermittent)
Hourly Range: \$20.83 - \$22.97

DIVISION: District Administration

CLASS DEFINITION:

Performs a variety of detailed and responsible clerical accounting duties in the preparation, maintenance, review, auditing, and processing of financial and statistical records, reports, and claims relative to accounts payable. Assists external auditors conducting periodic and year-end audits; responds to requests and inquiries from the County, other governmental agencies, financial institutions, vendors, customers and staff; provides back-up support to customer services staff; and performs special projects as assigned and other related duties as required.

DISTINGUISHING CHARACTERISTICS:

Incumbents are temporary employees and may not advance to permanent status in the Account Clerk classification series. Hours of work are part-time. Incumbents should be aware of standard operating policies and procedures and, depending upon assignment, perform a variety of accounts payable and recordkeeping tasks that require independent judgement and a broad knowledge of District operating and recordkeeping policies and procedures and is cross-trained to perform clerical accounting duties in all other areas of the District's accounting function on an as needed basis with general to close guidance and supervision.

SUPERVISION RECEIVED/EXERCISED:

Accounts Payable: Incumbent receives general to close supervision from the District's Finance Manager within a framework of standard policies and procedures. Incumbent does not exercise supervision over others, but may provide technical guidance to others.

EXAMPLE OF ESSENTIAL JOB FUNCTIONS:

Dependent upon position assignment, responsibilities and duties include, but are not limited to the following:

- Participates in the preparation, control and maintenance of accounts payable documents and records including Day Care/Preschool billing
- Computes, verifies and reconciles figures on computer printouts, quotes/bids/contracts, invoices, customer billing and other accounting documents and forms
- Audits invoices to purchase orders and prepares claim forms for payments to vendors
- Maintains a variety of ledgers, registers, journals and logs according to an established account structure
- Performs a variety of general clerical and support duties such as typing, proofreading, copying and appropriately distributing a variety of documents, correspondence, items, and materials. Establishes and maintains a variety of records and files including Capital Improvement, Fixed Asset and District Inventory records and project files
- Assists with the closing of financial records at fiscal year-end; assembles materials and provides financial record details to assist external auditors conducting periodic and year-end audits; and assists in the preparation of responses to reportable audit findings
- Administers Trust Accounts; petty cash fund, reconciles and maintains key vendor accounts; and establishes and maintains credit accounts with various vendors on behalf of the District
- Responds to inquiries from customers, service providers, financial institutions, governmental regulatory agencies and other public entities regarding accounting reports and procedures, billings and payments
- Performs special projects as assigned

EXAMPLES OF NON-ESSENTIAL JOB FUNCTIONS:

- As backup to customer service staff: answers phones and greets visitors; responds to customer inquiries and/or complaints pertinent to District programs, facilities, services, policies or procedures and/or refers them to appropriate District staff; obtains customer information to complete agreements and process requests to reserve use of District facilities and/or to complete registrations for District programs; calculates amount of facility cleaning deposits, refunds and payments due; receives customer payments and deposits; makes change and issues receipts
- Performs other job-related duties as required

EMPLOYMENT STANDARDS:

Education and Experience Guidelines:

- Two (2) years of increasingly responsible experience performing fiscal recordkeeping and support assignments
- Equivalent to the completion of the twelfth grade
- Completion of specialized training in accounting and bookkeeping is highly desirable

Knowledge of:

- standard accounting principles, procedures and terminology
- standard account record keeping methods
- modern office equipment, practices and procedures
- personal computer operation and office applications
- word processing and spreadsheet software applications
- common accounting forms
- business mathematics

Ability to:

- exercise discretion and maintain confidentiality
- accurately perform a variety of detailed accounts payable, billings and related record keeping activities with general to close supervision
- quickly and accurately operate a calculator, personal computer and other standard office equipment
- validate and insure the accuracy of fiscal information and data
- make mathematical calculations quickly and accurately
- adjust to continuous change and/or frequent interruption
- communicate effectively orally and in writing
- establish and maintain effective working relationships with those contacted during the performance of work duties and responsibilities
- perform essential duties of job without causing harm to self or others
- use tact and diplomacy in the resolution of errors and disputes
- analyze accounting records; and make computations to resolve problems

Licenses/Certification Required:

- Essential duties may require possession of a valid class C California Driver's license and a satisfactory driving record

WORKING CONDITIONS:

Environmental Conditions:

Essential duties of this position are performed in a controlled temperature, dynamic office environment. Incumbents work closely with other District personnel in the performance of assigned duties and responsibilities.

Physical Conditions:

Work is performed in an environment of frequent interruptions requiring maintenance of attention. Essential duties of the job necessitate prolonged periods of sitting and viewing data on a CRT screen; requires finger and hand dexterity for extensive use of a personal computer; and requires the ability to read and communicate with others to clarify information received, to reach for files and folders and other items; to stand, walk, push, pull and grasp files and other items on a daily basis.

OTHER:

FLSA STATUS: Non- Exempt

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential job functions.

**Account Clerk
Supplemental Questionnaire**

The following questions comprise the supplemental questionnaire required to accompany applications for the position of Account Clerk. A thorough review of questionnaires and applications will be conducted and at the conclusion of the review process, those applicants deemed most qualified will be invited to participate in the remainder of the examination process. Please limit your responses to one page for each question (maximum of one typed page each). Please submit your answers along with your District Application Form.

1. Please describe your past work history in Accounts Payable, Accounts Receivable, or any accounting related experience.
2. Are you currently employed? If so, why are you considering other employment opportunities? If not, why did you leave your last position?
3. Do you enjoy working with numbers? If so, what do you like about it?
4. Briefly describe a time you had to deal with a difficult customer and list the steps used to resolve the situation.
5. What will you bring to the company?

I hereby certify that all statements made in the supplemental application are true and complete to the best of my knowledge.

Name

Date