

DISTRICT HEADQUARTERS

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NORTHERN FIELD OFFICE

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## Accounting Clerk/Administrative Assistant

\$28.56-\$34.71 Hourly/ \$4950.40 - \$6,016.40 Monthly

### Definition:

Under direct supervision of the Accounting Clerk/Administrative Assistant II, administer payroll and benefits processes, performs a variety of technical and office support work related to Burn Permits, PTO's, Vapor Recovery, Stationary Sources, and Grants; Assist accountant on preparation and reconciliation accounting records and reports; and performs other duties as assigned.

To perform responsible and specialized secretarial and clerical duties in support of the Northern Sierra Air Quality Management District and Board of Directors.

### Distinguishing Characteristics:

Perform the full range of technical work in all of the following areas: billing, processing, payroll, accounts receivable and accounts payable. In addition, this position performs a variety of record keeping, reconciliation, payroll time reports, contract administration and report preparation activities, health and retirement benefits recordkeeping for employees through the California PERS system. Participate in office support work performing multiple duties to ensure efficient District service.

This position requires specialized accounting knowledge, abilities, skills and experience, and frequent contact with the public, other District staff and Board members.

### Supervision Received and Exercised:

Receives immediate supervision from Accounting Clerk/Administrative Assistant II

### Examples of Essential Duties: (Illustrative only)

- Classify and post expenditures, revenues, and maintain records of postings;
- Keep ledger accounts and collection accounts, balance accounts; review, identify and correct irregularities.
- Calculate, verify, process and maintain payroll records; ensure compliance with laws and District policies; resolve payroll related problems; maintain related documents and reports.
- Provide various payroll-related information to Executive Director and outside agencies, and as requested, to others within the restrictions of the law.
- Calculate and prepare payments for employee insurances, retirement, and other employee deductions and benefits.
- Review for accuracy all related payroll reports including W-2's, State and Federal quarterly and annual returns.

- Track and process purchase orders; review invoices and reports for accuracy and appropriate authorization; ensure that funds are budgeted and available and prepare documentation for timely payment; enter and verify data into the automated accounts payable system to produce payment, prepare payments for mailing and file copies with backup.
- Use a variety of standard office equipment, including a computer and various spreadsheets, database, and word processing software.
- Perform general office support duties such as open and route mail and deliveries; answer phones and door; prepare correspondence; and duplicate, scan and distribute various written materials.
- May assume other customer service responsibilities as required.
- Assist with special projects as requested.
- Contribute to a positive work environment by participating in solutions to problems as they occur.
- Perform a variety of responsible clerical and secretarial duties for the Board of Directors.
- Assist in preparing for and coordinating meetings of the Board of Directors; record and transcribe board meetings and process a variety of documents, reports, memoranda, forms and charts where the knowledge of format and presentation is necessary.
- Compose routine correspondence and memoranda; proofread for accuracy, correct for form, spelling, and proper grammar.
- Maintain and monitor records and files; track board requirements for State Required documents, such as FPPC Form 700's, Ethics Training, and Sexual Harassment Training (AB1661).
- Perform other duties as assigned.
- Maintain insurance records for the District

### **Minimum Qualifications:**

#### **Experience and Training**

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- A combination of five years of increasingly responsible administrative work experience in budgeting, accounting, fiscal control and analysis, etc.

OR

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in public or business administration, government, accounting, finance or a related field

#### **License or certificate:**

Must possess a valid driver's licensed as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.

#### **Knowledge, Skills and Abilities:**

#### **Knowledge of:**

- English usage, spelling, grammar and punctuation.
- Modern office methods, practices, procedures and computer equipment.
- Business letter writing and report formatting
- Principles and practices of taking meeting notes.
- Principles and practices of software usage, including word processing and spreadsheets and Quickbooks.
- Principles and practices of customer service
- Arithmetic calculations related to statistical recordkeeping
- Principles and practices of book keeping, statistical recordkeeping, budgeting, and accounting.

**Ability to:**

- Essential Functions: On a continuous basis, sit at a desk or in meetings for long periods of time. Intermittently twist and reach office equipment; walk, stand, bend, squat, kneel or twist to retrieve files; use telephone; perform simple grasping and fine manipulation; see with correctable acuity sufficient to read characters on computer screen; hear and speak with correctable acuity sufficient to read characters on a computer screen; hear and speak with correctable acuity sufficient to communicate with those contacted in the course of work; write and use keyboard to communicate through written means; hear proceedings and actions taken in public meetings; lift weight of at least 25 lbs.
- Understand and carry out a variety of both oral and written instructions in an independent manner.
- Understand and accurately explain District's policies and procedures.
- Apply pertinent local, State and Federal rules, regulations and laws, including those defining functions and activities of relevant public offices, public meeting requirements and access to information.
- Properly prepare a variety of legal documents, including agendas, summaries of action and meeting minutes.
- Communicate clearly and concisely in both oral and written form.
- Type accurately.
- Compile information and maintain records.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Establish and maintain effective working relationships with those contacted in the course of work.