

JOB DESCRIPTION

Job Title	Senior Accounting Clerk	Supervisor	Finance Manager
Department	Finance & Administration	Class Group	Office Unit
Division	Finance	Salary Grade	33
Section	N/A	FLSA Status	Non-Exempt

This job description is intended to describe the general nature and level of work being performed by people assigned to this job. The description is not intended to be an exhaustive list of responsibilities, duties and skills required for this position.

BASIC JOB SUMMARY

Under general supervision of the Finance Manager, a Senior Account Clerk performs a variety of accounting clerical duties related to preparing and maintaining financial records and reports, and the processing and payment of invoices and payroll. A Senior Account Clerk should have more experience and a higher skill level than an Account Clerk II to perform both the accounts payable and payroll functions. A Senior Account Clerk may take technical directions from the Accountant.

ESSENTIAL DUTIES WEIGHT

Duty 1 **55**
Processes invoices to ensure timely payment; review invoices for accuracy, compare invoices with purchase order and packing slip, verify the accuracy of sales tax and freight, verify the conversion of delivery unit to billing unit for chemical product; records discounts taken; enters transactions in computerized accounts payable system; obtains and reviews receiving report, packing slip and approval of evidence receipt; prepares check registers for submission to Board for approval.

Duty 2 **10**
Verifies data from employee time sheets; verifies availability of employee's sick, vacation and comp time; reviews, modifies and makes corrections to employee deductions, tax exemptions, and pay rates; makes necessary changes to correct deductions and accruals resulting from system errors; calculates and prorates retroactive pay increases; calculates regular hours worked and other hours earned or used including overtime, sick leave, vacation, compensatory hours, standby, safety day, and management leave; prepares spreadsheet for back-up purposes.

Duty 3 **5**
Prepares reimbursements and final checks including payout for medical, dental, flexible spending accounts, deferred compensation, credit union deductions, garnishments, union dues, and standby; processes request for pay for performance, service awards, and leave payoff; documents payoff amounts for verification of eligibility to Human Resources; maintains log related to employee jury duty; deducts compensation received for jury duty from paychecks.

Duty 4 **10**
Reviews and balances payroll reports and reimbursements; audits leave balance accruals, pension amounts, employee and District deferred compensation matching amounts; prepares data on deferred compensation totals and adjustments, and forwards to Human Resources; makes notations to notify employees approaching vacation accrual limits.

Duty 5 **5**

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Calculates payroll liability amounts related to garnishments, state taxes, union dues, medical and dental premiums, pension amount, state compensation insurance and miscellaneous personnel related expenses.

Duty 6 **5**

Performs other assignments as required such as balancing inventory account monthly and year-end, keeping track of use tax transactions, as well as details for expense reports.

Duty 7 **10**

Communicates with vendor and District staff to handle invoice discrepancy; prepares spreadsheet or necessary document to support the recording of invoices to proper accounts; sorts check package with supporting document by check number before presenting for check signature.

Sum of Weights **100**

QUALIFICATIONS

DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:

- ◀ Modern office practices and procedures; accounting software programs and spreadsheet applications;
- ◀ General accounting and bookkeeping principles, practices, methods and techniques; multi-fund accounting; perpetual inventory systems; reconciliation of bank statements.

ABILITY TO:

- ◀ Prepare, generate and maintain accurate records, reports, spreadsheets, and files related to area of assignment;
- ◀ Use and operate a variety of office machines including computer hardware and software, calculator, ten-key adding machine;
- ◀ Perform basic clerical, data entry and accounting tasks accurately;
- ◀ Determine priorities; organize work to meet critical deadlines;
- ◀ Assist in training other accounting staff as required;
- ◀ Establish and maintain good relationships with employees and vendors.

PHYSICAL AND SENSORY REQUIREMENTS:

- ◀ Sufficient eyesight to read fine statistical reports and standard text and data on computer terminal screens;
- ◀ Ability to speak and hear at normal conversational levels in person and over the telephone;
- ◀ Reach, lift and move reports, materials and objects weighing approximately ten pounds; reach, bend or crouch to use files and records;
- ◀ Manual dexterity to write legibly and to use calculators, computer terminals, and other general office machines.

TRAINING AND EXPERIENCE GUIDELINES:

Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:

EDUCATION: Both classes - High school diploma or equivalent, supplemented by course work in accounting and bookkeeping.

EXPERIENCE: Two (2) years of experience that performed accounting and bookkeeping duties and that involved inputting, recording and verifying the accuracy of financial data. Experience in accounts payable and payroll is desirable.

REQUIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:

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A valid California class C driver's license must be maintained at all times.

DESIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:

None