

# **CONEJO RECREATION & PARK DISTRICT**

## **Job Title: Accounting Assistant III**

**Division:** Management Services

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### **Summary:**

Under general supervision, is responsible for the preparation and maintenance of payroll and related statistical records for Conejo Recreation and Park District (CRPD) and Mountains Recreation and Conservation Authority (MRCA) and performs General Ledger accounting as assigned, in accordance with District policies and procedures.

### **Essential Duties and Responsibilities:**

- Performs clerical accounting duties involved in the processing of CRPD and MRCA payroll. Coordinates and verifies payroll related input and output.
- Ensures the timely and accurate posting and maintenance of payroll related employee data, the recording of income tax withholdings, and other authorized deductions from pay and allowances.
- Prepares employee pay checks, direct deposits, related transfer warrants, and allocates payroll costs to budget appropriation accounts.
- Prepares payroll payments, quarterly and annual tax reports and employee W-2s.
- Confers with Human Resources regarding changes in employee pay and benefits and with individual employees regarding initiation and/or changes in voluntary deductions from pay.
- Prepares and posts journal vouchers to the general ledger for both CRPD and MRCA.
- Maintains and balances general ledger monthly.
- Prepares and reconciles cash balances on the monthly financial statement for all funds; prepares monthly budget performance report for all funds.
- Compares County cash balances to general ledger cash balances and makes appropriate adjustments as necessary.
- Researches and executes bank adjustments.
- Prepares billing for various grants and inter-agency agreements.

### **Other Duties and Responsibilities:**

- Researches and prepares schedules for payroll audits and special reports requested by auditors, MRCA administrators, and other public agencies.
- May be required to drive District or personal vehicle to deliver documents or make bank deposits.
- Performs related duties as assigned.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. \*

#### **Education/Experience:**

One (1) year of college or business school; one (1) year experience in the maintenance of payroll and related records; three (3) years of general ledger or full charge bookkeeping experience with fund accounting knowledge; or an equivalent combination of education and experience.

**Language Ability:**

Ability to read and interpret accounting documents, operating and maintenance instructions, and procedure manuals, and government regulations. Ability to write routine reports and correspondence. Ability to effectively communicate business needs.

**Math Ability:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages. Ability to apply concepts of basic accounting and finance.

**Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written or oral form.

**Certificates and Licenses:**

Valid California Driver's License.

**Other required Skills:**

Use of word processing and spreadsheet programs.

**Supervisory Responsibilities:**

This position has no supervisory responsibilities.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. \*

While performing this job the employee is generally not exposed to hazardous environmental conditions. The noise level in the environment is moderate.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. \*

While performing the duties of this job the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; talk or hear. The employee is occasionally required to stand; walk; stoop, kneel, crouch, or crawl. The employee is frequently required to lift up to 10 pounds and occasionally 25 pounds. The vision requirements include close vision.

\*Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Title: Accounting Assistant III  
JD1014 Reviewed 7/06

*Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned them by their supervisors or by law.*