

CONEJO RECREATION & PARK DISTRICT

DRAFT

Job Title: Senior Accounting Technician

Division: Management Services

Summary:

Under general supervision, performs advanced accounting duties and coordinates the payroll function, accounts receivables and payables, and e-commerce processes for Conejo Recreation & Park District (CRPD) and Mountain Recreation & Conservation Authority (MRCA); performs General Ledger accounting as assigned; generates reports and reconciles data; and performs other related duties as assigned.

Essential Duties and Responsibilities:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Oversees and participates in the data entry and processing of District and MRCA payroll; inputs new hire and other payroll data into payroll system, calculates and collects employer- and employee-paid deductions for taxes, retirement, deferred compensation and other employment-related programs.
- 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 distributes tax withholding information; serves as funds manager for clearance/ payment of payroll-related funds and transfers; uploads retirement system data and payments; prepares direct deposit, warrants and wire transfer information for approval and transmittal to the bank before established deadlines; prepares bank deposits.
- Calculates and prepares for payment a variety of taxes including sales tax, payroll taxes and income withholdings; issues employee, contractor and vendor tax statements; prepares and reconciles quarterly and annual federal and state payments and payroll tax returns.
- Processes routine and special check runs; validates accuracy of coding and payments and prepares checks for mailing or distribution; processes all returned, voided, stop-payment and re-issued checks utilizing standardized processes and procedures.
- Oversees and enters independent contractor and vendor records and databases including contracts and payment and ACH information.
- Maintains and balances general ledger monthly; compares county cash balances to general ledger cash balances and makes appropriate adjustments; researches and executes bank adjustments.
- Maintains and reconciles all e-commerce used by the CRPD (registration, reservation, etc.); performs registration adjustments; reconciles bank statements with registration program and assists centers with resolving payment issues.
- Researches and resolves District and MRCA employee and department inquiries regarding payroll, reimbursements and general status inquiries.

- Generates financial reports, spreadsheets and records; maintains purchase order file and records expenses; scans and files data and documents in accordance with District and MRCA records management policies and procedures.
- Gathers statement backup and reconciles CalCard statements; processes approved payments; may approve CalCard temporary increases following established guidelines.
- Researches and prepares schedules for payroll and financial audits and special reports requested by auditors, MRCA administrators, and other public agencies.
- Provides work guidance in the work of other Accounting and center administrative support staff; participates in prioritizing workload and monitoring work of other employees for completeness, accuracy and conformance with departmental standards; provides information, instruction and training on work processes, proper uses of equipment and safe work practices.

Other Duties and Responsibilities:

- Provides backup to divisional administrative staff.
- Participates in testing, analyzing and troubleshooting software updates and new releases as they impact functionalities for the payables process.
- May be required to drive District or personal vehicle.
- Participates during disasters or when emergency response is needed.
- Non-exempt employees may be required to work overtime.
- Performs related duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Any combination of experience and training that would likely provide the required knowledge, skill, and/or ability listed below is qualifying.

Education/Experience:

A typical way to obtain the knowledge and abilities would be: graduation from a two-year college with an associate degree, coursework in accounting, finance or a related field, and three years of experience in payroll administration and 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, procedure manuals, and governmental regulations. Ability to write routine reports and correspondence. Ability to effectively communicate business needs.

Math Ability:

Ability to accurately 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 analyze and reconcile fiscal recording, banking and payroll records. Ability to interpret a variety of instructions provided in written or oral form.

Certificates and Licenses:

- A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program.
- Employees are required to obtain fingerprint-based background clearance from the Department of Justice (DOJ).
- All full-time candidates require satisfactory completion of a pre-employment functional capacity examination.

Other Required Skills:

Use of word processing and spreadsheet programs.

Ability to analyze, interpret, apply and communicate payroll data and processes and utilize automated systems to process, record and report payroll data.

Ability to address and resolve employee concerns in a professional and discretionary manner.

Maintain confidentiality of information and work products.

Supervisory Responsibilities:

Provides lead work guidance to Accounting Technicians and administrative support staff.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Employees work under typical office conditions and may be required to work some overtime. The work environment is subject to low-to-moderate noise levels, frequent contact with internal and external customers and intermittent exposure to individuals acting in a disagreeable or emotionally charged manner.

Physical Demands:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, employees may sit or stand for extended periods and are regularly required to talk or hear, in person and by telephone; use hands to finger, handle, feel or operate computers and other standard office equipment; and reach with hands and arms. Duties require close vision and the ability to adjust focus. The employee is occasionally required to lift up to 10 pounds.

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Revised 4/4/24

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.