



ACCOUNTING SPECIALIST

FLSA Status: Non-exempt
Bargaining Unit: Teamsters
Adopted: 11/6/18

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

GENERAL DEFINITION

The Accounting Specialist is a highly organized role responsible for Payroll and Grants Administration; which may consist of report preparation, contract administration, analyzing, calculating, verifying, adjusting and/or reconciling fiscal financial data and be cross-trained in other Finance related tasks. This position works with and provides assistance to the Operations department and several external vendors and agencies. This is a full journey classification in the para-professional Accounting series. The Accounting Specialist is a position which is under the direct supervision of the Accounting Manager or designee.

ESSENTIAL FUNCTIONS

May include but are not limited to the following:

Payroll Administration

- Generate District payroll related checks or electronic disbursements associated with taxes, CalPERS, wage garnishments, union dues, benefit and voluntary deductions, generate manual payroll checks.
- Process timecards and approvals.
- Maintain and document accurate payroll records.
- Monitor employee leave bank hours.
- Reconcile payroll register to general ledger and payroll vendor reports.
- Review for accuracy all quarterly and annual payroll reports prepared by payroll vendor, including W-2's; and, if necessary, generate these reports.
- Analysis of District's Memorandum of Understandings, provide data to management for labor negotiations as requested, and implement the terms of negotiated agreements.
- Work closely with HR/Benefits team, the District's payroll vendor, and be the point of contact for all District employees.
- Assemble and provide data related to labor negotiation and assist as requested.

Grants Administration

- Research and identify grants for the District.
- Assist in timely preparation of grant document submissions for multiple grant related programs that the District participates in.
- Assist in the administration of the grant(s) such as tracking staff time or expenses, compiling data, and submitting reports to external granting agencies as required.

- Maintains and monitors grant funds and ensures compliance with rules and regulations governing the use of each grant.
- Maintain effective working relationships with external agencies.

Support and Other

- Process improvement projects as assigned for various administrative functions that would help teams reduce inefficiencies.
- Assist in the updates of the District's financial policies.
- Provide assistance in the administration of the District's leases and commercial activity permits.
- Provide support to the Administration Department, such as answering phones, typing letters, memoranda, reports, filing, and other special project work as needed.
- Provide back-up assistance for other Finance positions and/or duties as needed.
- Build and maintain positive working relationships with co-workers, other District employees, elected officials, contractors, and the public using principles of good customer service.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of payroll administration, fiscal record keeping, custom report writing, payroll related tax filings, bookkeeping, FLSA standards and compliance, payroll taxes and deductions.
- Current payroll laws (State of California and Federal).
- Where to go for payroll related resources
- Accrual based accounting, governmental accounting, and auditing.
- Mathematics and analytics including calculation of percentages, fractions and decimals.
- Modern office methods, policies and procedures, computer applications including but not limited to spreadsheets, word-processors, databases, e-mail, and various software as a service applications.
- The California Public Employees' Retirement System (CalPERS).

Ability to:

- Enter and retrieve electronic data with sufficient speed and accuracy to perform assigned work, using District systems and software.
- Prepare clear, complete, and concise financial statements and reports.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Perform varied technical accounting and/or clerical work.
- Accurately tabulate, record, reconcile, and balance assigned transactions.
- Learn, comprehend and disseminate information related to the harbor and boating environment.
- Communicate fluently and effectively in written and spoken English.
- Maintain a variety of financial records and files, electronic and hardcopy.

MINIMUM QUALIFICATIONS

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

Education:

High School diploma or General Educational Development (GED) equivalency supplemented by two years of college-level coursework (i.e., minimum completed California units = 60 semester/90 quarter) or a bachelor's degree from an accredited educational institution in accounting, finance, or a related field.

Experience:

Three to five years of progressively responsible experience with payroll processing, bookkeeping/data systems, preferably including at least two years of local government or non-profit agency experience. Exposure to a customer service in a public sector environment and experience with CalPERS is desirable.

LICENSES AND/OR CERTIFICATES

- Possession of or ability to obtain and maintain a valid Class C California driver's license at time of employment.
- Certified Payroll Professional designation desirable.

PHYSICAL DEMANDS

These functions may be performed with or without reasonable accommodation:

- Use dexterity and vision necessary to operate computer equipment with a high degree of productivity and accuracy.
- Sit at a desk and in meetings on a continuous basis for extended periods of time.
- Intermittently twist and bend to reach equipment in work area.
- Perform simple gripping, grasping and fine manipulation; in addition, perform repetitive keystrokes on a computer keyboard, including 10-key.
- Use a telephone and communicate through written and electronic means.
- Lift and carry weight of 20-pounds or less of varying period of time.
- See in the normal vision range with or without correction.
- Hear in the normal range with or without correction.

WORKING ENVIRONMENT

Work is performed indoors in an office environment with natural and fluorescent lighting and moderate noise level. Some movement is required from office to office and there is exposure to external environment when going to outlying offices and meetings. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.