



San Mateo County Harbor District
504 Avenue Alhambra, 2nd Floor
El Granada, CA 94018

The San Mateo County Harbor District invites applications for the position of

ACCOUNTING SPECIALIST

Non-exempt Position

Salary Depending on Qualifications is \$5,739 - \$7,692 monthly

Deadline to Apply: November 30, 2018

Ideal Candidate

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. The ideal candidate has at least three to five years' experience in responsible experience with payroll processing, bookkeeping/data systems, preferably including at least two years of local government or non-profit agency experience. Incumbent is adept at payroll administration, fiscal record keeping, custom report writing, payroll related tax filings, bookkeeping, FLSA standards and compliance, payroll taxes and deductions; has the ability to 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; has knowledge of current payroll laws (State of California and Federal); and has excellent communications and interpersonal skills.

Essential Functions and Responsibilities: 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.

Knowledge/Abilities:

- 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).
- Accrual based accounting, governmental accounting, and auditing.
- 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.
- Work independently and as a team member; recognize and set priorities and meet deadlines.

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.

Selection Process: It is important to complete all required application materials. To apply, follow this link - <https://www.calopps.org/regional-government-services>

The deadline to apply is **November 30, 2018** before 11:30 PM PST.

One or more selection interviews will occur in early December and it is desired that the successful candidate begin employment as soon as possible. Additional inquiries about the position may be directed to Victoria Edwards at vedwards@rgs.ca.gov.

Neither Regional Government Services nor The San Mateo Harbor District are responsible for failure of internet forms or email in submitting your application. Candidates with a disability who may require special assistance in any phase of the application or selection process should advise Human Resources by emailing Victoria Edwards at vedwards@rgs.ca.gov

Benefits:

- Medical, Dental and Vision Insurance
- Life insurance for "employee only"
- Vacation and Sick Leave currently as Personal Time Off Accrual System
- 13 Holidays
- Retirement through CalPERS (2.5% @ 55 for Classic Members; 2% @ 62 for New Members)

This classification is in an employee bargaining unit' employees may be required to join and/or pay an equivalent service fee.

THE SAN MATEO COUNTY HARBOR DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER