



Accounting / Personnel Specialist

Last Update:
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GENERAL PURPOSE

Under general supervision, performs responsible and moderately difficult full-charge bookkeeping and administrative work in the preparation, processing, verification and maintenance of financial and accounting documents and records; performs timekeeping and payroll administrative duties; assists with human resources support functions; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An Accounting/Personnel Specialist performs a variety of responsible and moderately difficult support functions in the preparation and maintenance of financial and statistical records and reports and the administration of the human resources program. Incumbents perform duties requiring knowledge of basic human resources practices and accounts receivable, accounts payable and related accounting processes and procedures. Work requires resolving problems related to these functions in strict adherence to policies and procedures and sound financial management practices and procedures.

Employees in this class typically report to the Assistant General Manager or the Assistant Manager - Administration and Finance.

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.

1. Reviews for accuracy and processes payments of vendor invoices, accounts payable check requests for professional and other services and expense reimbursements in accordance with established policies and procedures; verifies required approvals and use of correct account numbers; identifies and corrects errors in codes or payment methods.
2. Processes and data enters routine and special transactions into the financial systems; makes accounting system adjustments to ensure appropriate payments and receipts; ensures appropriate financial control procedures and methods are followed as they apply to accounts receivable and accounts payable processes.
3. Generates reports from the accounting system; oversees month-end closing including preparing journal entries to correct general ledger accounts and accrual of recurring expenses; researches and prepares adjusting entries to resolve variances; compiles monthly and annual financial statements.
4. Conducts quality audits of work performed by administrative support staff; prepares and maintains a variety of custom balance reports, work reports, tax reports and records; locates and corrects errors in order to balance.

5. Creates and maintains vendors in database; answers questions from potential vendors, contractors and staff regarding purchasing/contracting policies and procedures; validates all legally required forms are completed and entered into the system including W-9 and certificates of insurance and bonds; validates all vendor insurance is current and meets risk management requirements; performs routine inventory and asset management duties.
6. Verifies, audits, edits and processes employee payrolls in accordance with policies and procedures; verifies accurate reporting of changes in pay, payroll status, benefits, taxes, voluntary contributions, garnishments and other deductions, as well as retroactive pay adjustments and terminations; verifies attendance and work hours data; authorizes ACH payments.
7. Processes and enters a variety of human resources forms required for changes in status and benefits; maintains files and records; coordinates review of files for investigators or workers compensation.
8. Performs a variety of administrative activities associated with the delivery of human resource services such as recruitment and selection, benefits administration and safety training; explains payroll, employee benefits and general human resources policies, procedures and regulations to employees; assists with forms completion and answers questions.
9. Performs a variety of office support functions to assist other staff members in accomplishing their primary functions including processing mail, filing, preparing documents and forms, scheduling meetings and appointments; writes routine correspondence; creates routine reports; may serve as cashier, radio and telephone operator and perform regular business opening and closing activities.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Policy, procedures and practices for processing and recording accounts payable, accounts receivable and related financial transactions.
2. Operations of the various financial systems.
3. Payroll preparation including tax filings.
4. Government codes and state regulations for California mutual water companies as they pertain to financial and accounting procedures.
5. Basic human resources policies, procedures and practices related to the administration of recruitment, selection, benefit programs and related functions.
6. Customer service practices and telephone etiquette.
7. Uses and operations of computers and standard business software including word processing and spreadsheet applications.
8. Full charge bookkeeping and working knowledge of accounting practices and procedures.
9. Safety policies and safe work practices applicable to the work.

Ability to:

1. Make calculations and tabulations and review fiscal documents accurately and rapidly.
2. Make decisions in accordance with policies and procedures applicable to areas of assigned responsibility.
3. Understand, interpret and explain the application of policies, procedures and plan provisions.
4. Prepare clear and accurate financial and statistical records and reports.
5. Input data accurately at a speed necessary to meet the requirements of the position.
6. Communicate effectively, both orally and in writing including use of proper spelling, English grammar and punctuation.
7. Understand and follow written and oral instructions.
8. Maintain confidential information.
9. Operate a computer and standard business software and a variety of complex computer software programs and databases related to area of assignment.
10. Establish and maintain effective working relationships with all those encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is:

Graduation from an associate degree program in accounting or bookkeeping and at least three years of progressively responsible experience in financial or statistical recordkeeping duties; or an equivalent combination of education, training and experience. Additional experience of the specified type may be substituted for the required education.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license and the ability to maintain insurability under the Company's vehicle insurance program at time of appointment and as a condition of continued employment.

FLSA Designation:	Non-Exempt
EEO Category:	Technician
Probationary Period:	12 months

PHYSICAL DEMANDS

The physical 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 individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 10 pounds unaided.

Specific vision abilities required for this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The employee works in an office environment where the noise level is usually quiet.