



Pleasant Valley Recreation and Park District, Camarillo, CA

EMPLOYMENT OPPORTUNITY

ACCOUNTING SPECIALIST

Full Time Exempt – range: \$19.99 - \$25.40

Final Filing Date – Monday January 8, 2018 5:00pm

(or until a significant amount of qualified applications are received)

The Pleasant Valley Recreation and Park District is currently accepting applications for an Accounting Specialist to process payroll, accounts payable, and accounts receivable. We are looking for a positive, self starter with good customer service skills, a “can do attitude” and the ability to work independently and as a member of a cohesive team.

SUMMARY: Under general supervision, performs a variety of accounting, personnel, and financial duties in accordance with District policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following and performs additional duties as assigned.

- Perform a variety of computerized accounting duties including but not limited to accounts payable, payroll, and account reconciliation.
- Perform accounts payable functions, from receipt of invoice through release of payment.
- Prepare and process payroll; compile payroll data from timesheets and other records; generate computer reports necessary to verify data entered, calculate withholdings; prepare third party payments, and respond to all questions regarding payroll.
- Verify for accuracy and enter cash reports into the accounting system.
- Prepare and/or audit bank reconciliations; process related journal entries.
- Participates and assists in the preparation of comprehensive reports, assists with the annual District Budget preparation.
- Identifies legal requirements for accuracy affecting human resources functions, administer the salary and benefits, maintaining the files and records that are relevant to the payroll function.
- Interacts with all levels of management, all vendors, employees, group insurance carriers, and medical care providers.
- Maintains a variety of files and records.
- Tracking of capital assets for year-end accounting.
- Complete Forms: W-2 & W-3, 1099 & 1096(annually).
- Perform related duties as assigned.

OTHER SKILLS AND ABILITIES: Must be able to operate basic office equipment and be PC literate with software applications in use at the District. Knowledge and expertise of MS Office Suite, including Word, Excel, and Outlook; database software and contact management systems. Must have the ability to utilize other job related software programs. Ability to be self-motivated, work independently, and manage time well. Knowledge and experience with materials, methods, practices, and equipment in relation to recreation programs. Must be able to “multitask” to handle competing priorities and demands. Must be able to keep accurate records and prepare detailed reports. Ability to communicate effectively with the public, organization, employees, user groups, and community leaders in oral and written form. Must abide by the District’s policies regarding Standards of Conduct and Confidentiality. Must maintain the same in all matters, which any reasonable person would assume, deserves such treatment.

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

EDUCATION and/or EXPERIENCE: Associate of Arts Degree in Business, Finance, Public Administration or related field with minimum of two (2) years of progressive experience, administrative responsibility, or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS: Position requires some amount of driving, therefore, must own a vehicle or have daily access to a vehicle, and possess a valid Driver's License with a clean California Department Motor Vehicle record, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment.

PHYSICAL DEMANDS: Mobility: Frequent use of office equipment; frequent sitting for long periods of time; occasional bending or squatting. Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. Vision: constant use of overall vision, frequent reading and close-up work; occasional color and depth vision. Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding and reaching. Hearing/Talking: frequent hearing and talking, in person and on the phone. Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone. Environmental: frequent exposure to noise.

WORK ENVIRONMENT: Work is performed in a typical temperature controlled office environment subject to typical office noise. The positions will mostly be in a fast paced office environment requiring the ability to multi-task. Positions may require rare/occasional overtime or schedule adjustments due to special events.

APPLICATION AND SELECTION PROCESS

Application forms may be obtained at the District Office at 1605 E. Burnley St., Camarillo, CA 93010 -or – at www.pvrpd.org

Open Recruitment: This position is open to all who wish to apply and meet the minimum qualifications.

Application: Based on the information provided in the application and supplemental questionnaire, candidates who meet the minimum qualifications will be invited to participate in the written examination. Fill out the application completely; blank spaces, comments such as "See Resume" in lieu of completing the application, or false information may cause rejection.

Written Exam: The District will use a written exam with job related questions to determine the candidates knowledge, skills and abilities. The candidates with the top scores will be invited to the interview portion of the recruitment. Current District employees in good standing will receive an additional five (5) points towards their overall score.

Interview: A job related interview will be conducted to evaluate and compare participating candidates' knowledge, skills, and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job. After the Appraisal Interview, the top candidates may be invited to a second interview with District staff.

Benefits: Annual merit increases based on performance, membership in the California Public Employees Retirement System (CalPERS) 2% @62 (unless qualified as a Classic Employee) with an employee contribution required, employees also contribute towards Social Security, Health, Dental, and Vision coverage. Life Insurance, Short Term/Long Term Disability paid by the District, Vacation, Sick Leave, and 12 Holidays are provided. A voluntary Deferred Compensation 457 Plan is available to employees for additional tax deferred retirement savings.

Apply Immediately

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MAIL / FAX / DROP OFF DISTRICT APPLICATION, RESUME, AND ADDITIONAL FORMS TO:

Pleasant Valley Recreation and Park District	Phone:	805-482-1996 x113
C/o Human Resources	Fax:	805-383-0316
1605 E. Burnley Street	Email:	kdrewry@pvrpd.org
Camarillo, CA 93010	Web:	www.pvrpd.org

The successful candidate must pass a Department of Justice Live Fingerprint Scan, Background /Reference Check, Screenings for Alcohol, Drug and Tuberculosis prior to the start of employment.

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SUPPLEMENTAL QUESTIONNAIRE TO PVRPD APPLICATION

Fill out the entire questionnaire.

Supplemental forms that are incomplete or missing information will disqualify the application.

NAME _____

DATE _____

Please answer all questions as briefly as possible regarding your experience/knowledge.

Describe your experience in performing bank reconciliations, please provide details.

Describe your experience in quarterly and year end payroll reporting.

What experience do you have in the budgeting process, please provide details.

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Please describe your cash management experience.

In regards to accounts payable, what has been the process that you use?

Please list any accounting and/or payroll software and your level of expertise.
