

## Account Clerk II

### Full-Time

Compensation: \$22.30 to \$29.88 per hour, depending on experience

---

#### Summary

Under direction of the Controller, provides accounting and fiscal supports, including budget tracking, income and expenditure reports, revenue billing and collection, payroll, reviews and reconciles a variety of complex financial transactions for the Peninsula Library System and its multiple contracted agencies.

*Distinguished from the Account Clerk I by the amount of clerical accounting experience required. An Account Clerk II works under general supervision and, within a framework of established procedures, is expected to perform a variety of more complex accounting duties with only occasional assistance.*

#### Organizational Impact

- Accurate financial management ensures member confidence
- Proper accounting of revenues and expenditures provides essential information

#### Essential Duties and Responsibilities:

- Reviews, prepares, classifies, and records financial transactions properly including invoice payments, daily cash receipts from public and other agencies, revenue billing and collection, revenues and expenditures reports, encumbrances, compiles and calculates financial data, and submits claims of programmatic expenditures to various funding agencies
- Processes accounts receivable and accounts payable; researches receipts for proper issued AR invoices and prepares AR deposits including ePayments; reviews vendor invoices for accuracy and appropriate authorization; ensures that funds are available and prepares payment voucher required for payment.
- Monitors grants and systems budget accounts, reconciling and reporting accounts monthly
- Reviews a variety of financial and accounting reports for completeness and accuracy; prepares journals and ledgers within established guidelines.

#### Other Job Duties:

- Assist with monthly credit card postings and work with staff to resolve any discrepancies
- Assists with managing encumbrances and related expenditures and reports
- Assembles financial data for audits
- Tracks sales tax payments and compiles information for sales tax filing
- Assists in preparing cash and investment account statement reconciliations
- Tracks and maintains fixed assets inventory records
- Compiles and prepares financial spreadsheets and accounting reports.
- Recommends efficiency changes in accounting processes and procedures; implements changes after approval.

- Provides information to public, vendors, contractors, and others: explains existing policies, rules and procedures, including proper supporting documentation and record keeping for financial transactions.

This job description is not a complete list of potential duties. Employees will be required to follow any other instructions and to perform any other duties requested by their supervisor(s)

	Required	Preferred
<b>Education</b>	Associates degree in Accounting	Bachelor's degree in Accounting
<b>Experience</b>	3+ years of professional accounting and/or finance experience	Accounting and/or finance experience in a public or non-profit
<b>Knowledge</b>	<p>Knowledge of governmental fund accounting processes and systems, and applicable federal, state and local policies and regulations.</p> <p>Basic public agency financial record keeping principles and terminology.</p> <p>Office administrative practices and procedures, including records management and the operation of standard operating equipment and computer applications related to the work</p>	
<b>Skills and Abilities</b>	<p>Word processing, spreadsheets, statistical databases, and automated accounting systems</p> <p>Ability to understand and follow verbal and written directions as well as maintain cooperative working relationships with those contacted in the course of the work</p> <p>Excellent organization and time management skills with the ability to meet all assigned deadlines</p> <p>Maintain accurate records and files.</p> <p>Customer service techniques, practices, and principles</p> <p>Meticulous with details; executes tasks with high level of accuracy and precision.</p>	Experience with accounting software for public or non-profits

## **REQUIRED QUALIFICATIONS**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

### **Work Environment and Physical Demands:**

Normally seated, standing or walking at will; normal physical activity including some bending, pushing, pulling, and carrying, which may range up to 50 lbs., upon occasion. Keyboarding and working at a computer monitor for extended periods required. Phone usage, reading, speaking, and listening required. Work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices or work rooms.

### **BENEFITS:**

#### **Insurance:**

Cafeteria plan for medical and dental insurance, employer-paid life insurance.

#### **Retirement:**

Defined Contribution pension plan with 7.5% contribution paid by employer.

#### **Other Benefits:**

Minimum of 2 weeks of vacation per year, plus 4 days floating holiday.

Deferred Compensation available.

*Qualified applicants are encouraged to apply immediately as this recruitment may close at any time but no earlier than August 31, 2018. The first review of applicants will be done on or about July 31, 2018.*

**To apply, send resume to Wendy Cao, [caow@plsinfo.org](mailto:caow@plsinfo.org).**