

**Phelan Piñon Hills Community Services District**  
**Job Description**

JOB TITLE: Junior Accountant/Payroll Specialist  
(Formerly Finance Technician II or III)

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|-------------|-------------------------|---------------|-----------|
| EXEMPT:     | No                      | SALARY LEVEL: | 95        |
| DEPARTMENT: | Administration          | APPROVED:     | 10/5/2015 |
| REPORTS TO: | Admin. Services Manager |               |           |

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**SUMMARY:**

Junior Accountant/Payroll Specialist

Under the general direction of the Administrative Services Manager, the Junior Accountant/Payroll Specialist applies principles of accounting to analyze financial information and prepare financial reports; processes payroll; administrates the CalPERS retirement program; compiles and maintains records of business transactions and District activities, and provides administrative and customer assistance by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** (Responsibilities and duties may include, but are not limited to, the following)

- Performs complex financial analysis of financial information and financial reports in compliance with GASB.
- Complies and analyzes financial information to prepare and perform entries to accounts.
- Performs statistical analyses to determine trends, estimates, and significant changes, and writes narrative reports explaining findings.
- Audits contracts, orders, and vouches, and prepares reports to substantiate individual transactions prior to settlement.
- Prepares financial statements and support schedules according to District timelines.
- Conducts monthly closing procedures and prepares accurate monthly financial statements.
- Prepares account reconciliations, such as cash, liabilities, fixed assets, payroll accruals, and supporting sub-ledgers.
- Researches and resolves account reconciling items.
- Reconciles and maintains balance sheet accounts and prepares analysis of accounts as requested.
- Makes recommendations regarding the accounting of reserves, assets, liabilities, and expenditures.
- Conducts studies and submits recommendations for improving the organization's accounting operation.
- Prepares audit package for external audits.
- Prepares and completes journal entries.
- Prepares and completes general ledger operations.
- Resolves accounting discrepancies and irregularities.
- Conducts yearly closing procedures and prepares reports.

- Prepares payroll and all related payroll-related processes in an accurate, compliant, and timely manner.
- Administers CalPERS retirement program, including completing all reporting, reconciliations, and entering updates as needed, into appropriate programs and documents.
- Oversee compliance with statutory reporting and filing requirements.
- Reviews and processes expense reports.
- Audits
- Implements and maintains internal financial controls.
- Makes certain all financial reporting deadlines are met.

#### SECONDARY DUTIES AND RESPONSIBILITIES:

- Conducts accounts receivable and accounts payable processes.
- Inputs inventory and prepares reports.
- Coordinates service orders and purchase orders in conjunction with inventory.
- Monitors and resolves banking issues.
- Updates status sheets and prepares reports and billing.
- Analyzes construction and work-in-progress (job costing) and makes adjustments as needed.
- Provides back-up customer service as needed.

#### QUALIFICATION REQUIREMENTS:

The requirements listed below are representative of the knowledge, skill and/or ability required.

#### CERTIFICATES, LICENSES, REGISTRATIONS:

- Possession of, and the ability to maintain, a valid California Driver's License with a satisfactory driving record is required.
- Possession of, and the ability to maintain, current driver's insurance is required.

#### EDUCATION AND/OR EXPERIENCE:

- Possession of Bachelor's degree from an accredited college or university with major coursework in finance, accounting, bookkeeping, business administration, or a related field, or a majority of coursework completed with intent to complete degree program.
- A minimum of seven (7) years related experience, or training and education, or a combination of training and education necessary to meet the minimum requirement.
- A minimum of three (3) years of governmental accounting experience.
- Experience in a public utility setting is highly desirable.

#### KNOWLEDGE OF:

- Generally accepted accounting principles and practices.
- Auditing practices and principles.
- Finance principles, financial reporting, and financial recordkeeping.
- Local, state, and federal laws regarding accounting, finances, and taxation.

- In-depth knowledge and experience of payroll calculation and processing.
- Technical accounting skills.
- Accounts payable, receivable, and inventory processes.
- Modern office procedures, methods, and equipment, including computers, software applications such as word processing, spreadsheets, statistical databases, and automated accounting systems.
- Accounting mathematics and calculations.
- Customer service techniques, practices, and principles.
- Principles and methods of business correspondence, recordkeeping, and filing.
- Correct English usage, including spelling, grammar, and punctuation.
- District personnel rules and policies.

#### ABILITY TO:

- Perform a variety of responsible accounting duties in assigned accounting system, function, or program area.
- Complete work in a timely manner.
- Conduct problem identification and analysis.
- Make informed decisions concerning job-related components.
- Perform a variety of accounting, fiscal, and statistical record keeping duties, including maintaining and reconciling a variety of records and files, and performing month-end & year-end closing activities.
- Import/export data from a variety of sources and create complex spreadsheets.
- Review financial records, reports, and related documents; identify discrepancies and resolve problems related to assigned area of responsibilities.
- Work under steady pressure with frequent interruptions.
- Work independently in the absence of close supervision.
- Maintain confidentiality of employee-related data.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted within the course of work.
- Provide tactful and courteous service to the public.
- Work overtime, as needed, including District events occurring on weekends.

#### TYPICAL PHYSICAL DEMANDS:

The physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- On a continuous basis, sit at a desk and in meetings for long periods of time.
- Use a computer for long periods of time.
- Write or use keyboard to communicate through written means.
- Perform simple grasping and fine manipulation of objects.
- Travel occasionally by automobile in conducting District business.
- Occasionally travel by airplane in conducting District business.

- Regularly required use of hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear.
- The employee frequently is required to sit.
- Occasionally required to stand, walk, stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.