EAST BAY REGIONAL PARK DISTRICT
invites applications for the position of:

Account Clerk

**SALARY:**
$28.97 - $31.53 Hourly
$4,707.63 - $5,123.63 Monthly

**OPENING DATE:** 04/29/15
**CLOSING DATE:** 05/20/15 05:00 PM

**THE POSITION:**
The East Bay Regional Park District is a system of beautiful parklands and trails in Alameda and Contra Costa counties. We are currently seeking passionate individuals to join and become part of this great organization. This position will perform a variety of routine to complex duties for the entire range of bookkeeping and paraprofessional accounting functions as well as assisting in special projects by completing analyses and studies. Ideal candidates for this position will be self-starters with superb attention to detail and a customer-focused approach.

**ESSENTIAL FUNCTIONS:**
The essential functions of this position include, but are not limited to:

- **All areas:** Operating a personal computer and other standard office machines; interpreting and applying regulations, policies, contracts, and precedents; communicating with District employees, supervisors, managers, outside vendors, and other jurisdictions; performing arithmetic calculations.

- **Payroll:** Preparing bi-weekly payroll for processing; auditing employee time records; preparing various Federal and State returns, including W-2 reporting; responding to inquiries from employees, supervisors, County, State and Federal agencies and Courts.

- **Accounts Payable:** Auditing purchase requisitions and petty cash requests; processing expense reports and purchase orders; receiving and processing invoices for payment to vendors, Federal, State, and other jurisdictions; disbursing checks to vendors; researching and resolving vendor problems.

- **Accounts Receivable:** Preparing bank deposits; auditing and recording cash and accounts receivable; reconciling bank accounts; maintaining cash and investment records, including petty cash and starting change; issuing invoices; preparing journal entries; distributing computer financial reports.

- **Grants:** Administering and maintaining financial records for grant and Measure AA projects; tracking grant expenditures and contract reporting requirements; coordinating disaster-related financial data.

- **Budget:** Assisting with the preparation, distribution, and monitoring of the annual operating and capital budgets; preparing budget performance reports and analyses; processing budget transfers; and providing accounting assistance for assessment districts.

- **Other Functions and Duties:** Other tasks related to this position will include: composing routine correspondence; establishing and maintaining files; researching and extracting data and other information; posts and maintains journals; processing and monitoring fixed asset inventory; developing electronically-published forms and accounting information.

**MINIMUM QUALIFICATIONS:**
Education: Equivalent to completion of high school and 30 semester units of college level business courses, of which 9 units must be in accounting courses, AND

Experience: Three years of recent experience in bookkeeping or paraprofessional accounting.

OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

ADDITIONAL INFORMATION:

Knowledge of governmental accounting principles and practices; standard office practices, procedures, and computerized financial accounting systems. Ability to operate standard office equipment, including a calculator and a computer terminal. Ability to work independently and exercise sound judgment. Ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal and external customers. Ability to make accurate arithmetic calculations. Ability to research, analyze and interpret policies, regulatory guidelines, and precedents. Ability to communicate effectively both orally and in writing.

Application materials for this position consist of 2 required parts:
1. A current East Bay Regional Park District NeoGov Application, and
2. Completed supplemental questions

Vacancy Situation:

The District currently has vacancies located at the District administrative office in Oakland. The hiring pools established as a result of this recruitment will be used to fill the current vacancies and additional vacancies that may occur during the one year life of the hiring pools.

Notification:

All applicants will be notified of the disposition of their application. Expect an email to the email address provided on the application, generally within two to three weeks after the closing date.

Selection Process:

The application material for all applicants meeting the minimum qualifications will be reviewed by a screening panel to select the best qualified for interview or testing. The District reserves the right to set up a written test, performance test, and/or other assessment devices before or after the interview process. Possession of minimum qualifications does not guarantee an interview or invitation to test. Pursuant to the Federal Immigration and Reform Act of 1986, all applicants who are hired will be required to provide proof of identity and appropriate work authorization documents prior to commencement of employment. The individual chosen for hire must be able to pass a background check and District medical examination prior to employment. The probationary period for this classification is six months.

Applicants needing special accommodations during the exam process may contact Human Resources at (510) 544-2154.

East Bay Regional Parks Employees, Local 2428, American Federation of State, County & Municipal Employees (AFSCME), AFL-CIO, represents this classification.

The East Bay Regional Park District, as an equal employment opportunity employer, encourages applicants from diverse backgrounds to apply.
Account Clerk Supplemental Questionnaire

* 1. Regarding Work Experience - List your present and most recent employer FIRST and account for all time periods during the last ten years or more as needed. Be sure to list each change in title or promotion separately. Be sure all questions are answered. Do not substitute a resume for a completed application.

☐ I have read and understood the above instructions

* 2. The East Bay Regional Park District requires that I account for any time over 30 days between jobs. If applicable to my work history, I have completed this on my application. (If you overlooked this requirement, go back to the Work History section. To account for time between jobs, enter the following in the required fields: Company = N/A City = N/A State = your state of residence at the time Start/End Dates = period of no employment Position Title = N/A Hours Worked = 0 Duties = Reason you were not working, e.g. full-time student, personal reasons, etc.)

☐ Yes, I understand

* 3. Please list any seminars, workshops or college-level, business or accounting courses you have completed that are relevant to the position of Account Clerk. Please list the course title, dates of course, institution, and units/hours completed for each course listed.

* 4. Identify a job from your application in which you had the most relevant experience in accounts payable, specifically, with purchase requisitions, purchase orders, construction and retention payments, utilities and other vendor invoice processing. Describe your responsibilities, including an estimate of the average weekly volume of invoices processed, and your experience in resolving vendor / customer issues.

* 5. Identify a job from your application in which you had the most relevant experience in accounts receivable, specifically your experience in maintaining the general ledger, reviewing and analyzing fiscal records and monitoring transactions and preparing related reports.

* 6. Identify a job from your application in which you had the most relevant experience in accounts receivable, specifically, with preparing and reconciling bank deposits and recording cash, issuing invoices, and preparing journal entries. Describe your responsibilities and include an estimate of the number of bank accounts you dealt with and the average amount of cash you handled daily.

* 7. Identify a job from your application in which you had the most relevant experience preparing and processing payroll. Describe your responsibilities in detail and estimate the volume of employees you paid each payroll cycle. Did you process payroll internally or did you use an outside payroll service?

* 8. For each of the following Microsoft Office Suite software programs, please indicate the version you are familiar with or use frequently and your level of experience (none, beginner, intermediate, or advanced) for example: "One Note: version 2013, intermediate" [be advised, we may test you in some or all of these areas]: Financial Software, Word, Excel, Access, PowerPoint, Outlook, Other.

9. Apart from what you have already covered, please describe any other skills and abilities you possess that are applicable to this position.

* Required Question