

PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

CLASS TITLE: Accounting Specialist

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| DEPARTMENT: Finance | ACCOUNTABLE TO: Accounting Manager | FLSA STATUS: Non-Exempt |
| SALARY RANGE: | 13, 15, 17, 17L | |

CLASS SUMMARY: Under the general direction of the Accounting Manager, incumbent is responsible for performing a wide range of activities covering all aspects of accounts payable and payroll processes. Duties include: maintaining, administering and preparing payroll consistent with the District's MOUs and appropriate state and federal laws; reviewing payroll transactions for accuracy; transferring payroll tax payments electronically, completing monthly, quarterly, and annual payroll-related reports; maintaining payroll data base for deductions, benefits, and accruals; updating billable rates; maintaining accounts payable vendor files; verifying account coding and proper approval for purchase requests; maximizing vendor discounts; processing weekly accounts payable and periodic manual payments; processing and issuing annual 1099s and W-2s; modifying accounts payable procedures as needed; performing other general accounting tasks and research projects as requested; training employees on the purchasing policy and payroll procedures; and other duties as required.

DISTINGUISHING CHARACTERISTICS: This is a wide classification within a four level accounting series. The position has an emphasis on either accounts payable or payroll and incumbents are expected to become fully cross-trained and experienced in both areas. In addition, fully cross-trained incumbents are expected to train and assist other incumbents. The Accounting Specialist is distinguished from the Accountant in that the Accountant has a broader scope of responsibility involving non-routine financial analysis and financial statement presentation.

| Grade 13 | Grade 15 | Grade 17 | DUTY NO. | ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.) |
|----------|-------------|-------------|----------|---|
| C(PR) | P (PR) | L (PR) | 1. | Prepares payroll by auditing, troubleshooting, monitoring and verifying the accuracy of adjustments to on-line records; reviews and enters various payroll reports and data; processes direct deposits, payroll and payroll taxes; transfers data and required contribution to CalPERS; monitors and audits payroll deduction system setup and withholding reports; prepares journal entries as needed. |
| | C (PR) | L (PR) | 2. | Updates computer system for employee payroll deductions, and accruals. |
| | C (PR) | P (PR) | 3. | Verifies accuracy of salary tables for automated payroll processes. |
| | C (AP & PR) | L (AP & PR) | 4. | Provides training for purchasing processing (AP) and time card entry (PR). |
| | C(PR) | P (PR) | 5. | Inputs, updates and reconciles related payroll data in appropriate software module including auto deposits, eligibility in pension plan, PERS adjustments, terminations and retirements. |
| | C | P | 6. | Completes monthly, quarterly, and annual payroll related tax reports, |

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|-------------|-------------|-------------|----------|---|
| | | | | including 941s, W-2s, EDD, workers' compensation, 1099s and others. |
| | C(PR) | P (PR) | 7. | Prepares, verifies accuracy and inputs all payouts including sick leave, vacation and CTO. |
| | C | P | 8. | Monitors and follows up on outstanding checks; files semi-annual reports and remits funds to the State Controller's office. |
| | C | P | 9. | Monitors and ensures timely processing of all debt service payments. |
| | C | P | 10. | Processes remittance of quarterly County Water Authority capacity fees. |
| | C | P | 11. | Processes quarterly CERBT reimbursement requests. |
| C | P | L | 12. | Assists Accounting Manager with preparations for various financial and industry audits. |
| C | P | L | 13. | Establishes and modifies accounts payable and payroll operating procedures to accommodate changes in operational needs and/or software changes. |
| C | P | L | 14. | Develops/updates/maintains spreadsheets and reports used to analyze/track accounts payable, payroll and other items. |
| C (AP & PR) | P (AP & PR) | L (AP & PR) | 15. | Interprets departmental and Padre Dam policies and procedures as they relate to accounts payable and payroll processing to ensure compliance. |
| | C | P | 16. | Reviews miscellaneous and developer receivables and follows-up on delinquencies. |
| C(AP) | P (AP) | L (AP) | 17. | Processes accounts payable by assigning vendor numbers, matching invoices with purchasing authority and receiving documents; keys matched documents, issues immediate purchase orders, and keeps log; reconciles accounts payable records; processes manual payments. |
| C | P | P | 18. | Maintains organized filing systems for Accounts Payable and Payroll. |
| | | | 19. | Periodically, the accounting specialist may assist in the customer service department with phone and front desk coverage or other as needed duties. |
| | | P | 20. | A Lead in this Classification is cross-trained in all areas of the class specification and in the role of Lead may work in any of the areas. In addition, a lead will work on large District financial projects and coordinate work among other employees in the classification, consultants and other governmental agencies. |
| C | P | P | 21. | Performs miscellaneous research and special projects. |

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|-------------|-------------|-------------|-------------|--|
| C | P | P | 22. | Performs other duties of a similar nature or level. |

Competent - Having requisite or adequate ability or qualities.

Proficient - A through competence derived from training and practice.

Leader - Is proficient and can train and mentor others in this area;

AP: Accounts Payable Specialist

PR: Payroll Specialist

If role not indicated, it is expected that all employees in the classification are responsible.

Knowledge (position requirements at entry):

- Accounts payable and payroll processing; depending on placement in position.
- Accounting principles.

Skills (position requirements at entry):

- Performing mathematical calculations;
- Reconciling accounts;
- Using computers and related software applications;
- Office practices, filing systems, telephone etiquette;
- Perform detailed work on multiple tasks;
- Work in an environment requiring continuous deadlines for work product completion;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

High School Diploma or General Equivalency Diploma (G.E.D.) and two years' experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Licensing Requirements (position requirements at entry):

Valid California Driver's License.

Safety Priorities: Knowledge of general office and field safety, proper reporting of safety violations, accidents and injuries. Completes required and assigned safety and training assignments in a timely manner. Understands proper lifting techniques. Has the ability to work in a safe and efficient manner.

Physical Requirements:

Positions in this class typically require: sitting, data entry, talking, hearing, seeing and repetitive motion. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Classification History:

Date: 4/98; 1/02; 1/05; 8/11, 07/163/21