



**BCVWD Invites applications for the position of:**

## **Account Clerk (*Part-Time*)**

Opening Date: 4/7/2021	Closing Date: Open Until Filled
Department: Finance & Administration	FLSA Status: Non-Exempt
Salary: \$28.88 - \$29.02 Hourly	\$34,769.28 - \$42,253.12 Annually
Hours: 28 hours per week	

### **JOB SUMMARY**

Under general supervision, performs a variety of routine accounting, clerical and data entry work in preparation, posting, maintenance and/or reconciliation of financial, accounting, inventory and/or statistical records, as well as other duties as assigned.

Account Clerk is an entry level position and works under close supervision in performing tasks of a routine and repetitive nature in computing, posting, and verifying accounting and numerical data. Assignments may become more complex and varied as greater experience and proficiency are acquired.

Exercises no direct supervision over staff.

### **ESSENTIAL FUNCTIONS**

*The duties and responsibilities below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed within the job class, and incumbents may expect to perform other related similar duties. Some of the duties include, but are not limited to the following:*

1. Posts, verifies and balances various accounts; gathers, sorts and researches records and files to provide factual data, and traces discrepancies to reconcile accounts
2. Provides billing, payment and other accounting information to customers, vendors, District personnel and others; acts as relief Customer Service I/Receptionist as assigned.
3. Prepares daily cash deposits as required.
4. Prepares recurring journal entries.
5. Researches and compiles relevant information for Accounts Receivable accounts as assigned.
6. Prepares, reviews, and verifies purchase orders, vendor invoices and related documentation, and confirms authorization.
7. Prepares reporting documentation related to payables matters, such as information pertaining to sales tax returns; process payments; compile routine reports related to assigned activity.
8. Maintains sub-system and/or subsidiary ledger functions and performs reconciliations with general ledger accounts associated with Accounts Payable processes; generates and prepares reports including but not limited to Vendor Activity, Account Analysis, and Proof List, as required in area of assigned functional responsibility.
9. Reviews and classifies documents for proper account documentation, codes information according to established District procedures.
10. Prepares and balances batch posting controls to sub-systems and general ledger entries; prepares adjustments, transfers and/or corrections to close and/or balance accounts.



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11. Collects, sorts, and distributes incoming and outgoing mail and various accounting reports and documents; prepares office correspondence, scans, and faxes documents.
12. Performs data entry functions and operates an on-line interactive computer terminal or computer.
13. Routinely uses a full range of spreadsheet computer software applications.
14. Operates a variety of standard and specialized office equipment; performs related general clerical work such as typing, filing, proofing, photocopying, and collating.
15. Maintains accuracy and integrity of accounting systems and documents.
16. Communicates with supervisor regarding deviations, problems, and unfamiliar situations for decision or help.
17. Uses initiative in carrying out recurring assignments independently without specific instruction.
18. Prioritizes tasks and assignments to meet deadlines under direction of supervisor.
19. Creates and maintains an organized workspace and work files.
20. Performs other duties as assigned.

### **DESIRED MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

1. Standard office procedures, methods, and computer equipment
2. Fundamental principles and procedures of fiscal record keeping
3. Basic accounting and mathematical principles
4. Principles and techniques used in dealing with the public

#### **Ability to:**

1. Work independently within established procedures
2. Understand and follow verbal and written directions
3. Learn and apply pertinent Federal, State and local laws, rules and regulations including District policy
4. Review situations involved in fiscal, financial and statistical record keeping systems and resolve them through application of District policy
5. Make arithmetical calculations quickly and accurately
6. Perform clerical, financial record keeping work
7. Understand, apply and detect errors in specific segment of a record keeping system
8. Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of the work
9. Communicate clearly and concisely, both orally and in writing
10. Deal tactfully and courteously with internal and external customers
11. Meet established deadlines
12. Maintain safe work practices

#### **Skills in:**

1. Operation of a variety of office equipment
2. Intermediate Microsoft Office Suite, including Excel, Outlook and Word
3. Typing and data entry
4. Bookkeeping, Accounts Payable and Accounts Receivable



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### **Education, Training and Experience:**

*Any combination of education, experience and training that would likely provide the required knowledge, skills and abilities is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in their past and current employment history. A typical example includes:*

- High School Diploma or equivalent, supplemented by specialized coursework in accounting, business practices and/or accounts payable
- 1-2 years of general clerical experience
- Data processing experience
- Experience in governmental accounting and practices is desirable.

### **Licenses, Certificates, Special Requirements:**

A valid California driver's license and ability to maintain insurability under the District's Vehicle Insurance Policy.

### **PHYSICAL AND MENTAL DEMANDS AND WORK ENVIRONMENT**

*The physical and mental demands and the work environment characteristics described here are representative of those required for the performance of job duties. The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations to enable individuals with disabilities to perform the essential functions will be considered on a case-by-case basis.*

#### **Physical Demands:**

While performing the essential functions of this class, the employee is regularly required to sit for prolonged periods in a stationary position, stand and walk; talk and hear, in person, in meetings and by telephone; use hands repetitively to finger, handle, feel or operate computers and other standard office equipment; and reach with hands and arms. The employee is occasionally required to walk, stand, kneel, bend, and lift up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus, depth perception and color vision.

The ability to read and appropriately comprehend small numbers and font and to perform extended hours working at a computer is required, using repeated motions that may include the wrists, hands and/or fingers.

#### **Mental Demands:**

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under deadlines; and establish and maintain effective working relationships with others encountered in the course of work.

*Reasonable accommodations to enable individuals with disabilities to perform the essential functions will be considered on a case-by-case basis.*



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### **Work Environment:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class.*

The employee works under typical office conditions. The noise level ranges from quiet to moderate conversation level.

### **FLSA CLASSIFICATION**

This position is classified as non-exempt from state and federal overtime pay provisions, as the duties and responsibilities do not meet the requirements for exemption under the Fair Labor Standards Act.

### **ADDITIONAL INFORMATION:**

Possession of the minimum qualifications does not guarantee an invitation to the next step in the selection process. All candidate materials will be carefully evaluated and only those considered best qualified will be invited to the next step in the selection process.

Per Chapter 8, Division 4 of Title 1 of the California State Government Code, public employees are declared to be "Disaster Service Workers." As such, District employees may be called upon to support the activities of the District during an emergency situation.

Applicants requesting reasonable accommodation during any phase of application process are instructed to contact Human Resources at (951) 845-9581 or [hr@bcvwd.org](mailto:hr@bcvwd.org).

### **APPLICATION PROCESS:**

To apply, please visit: <http://www.bcvwd.org/jobopenings.html>

Submit a completed BCVWD application before the deadline. Inclusion of a resume and cover letter is recommended; however, these will not be accepted in lieu of the complete employment application. Applications may also be obtained by contacting Human Resources and requesting an application packet be mailed to you. Reference employment position "Account Clerk (Part-Time)" on the Application.

Beaumont-Cherry Valley Water District  
560 Magnolia Avenue  
Beaumont, CA 92223

**Please note:** Employment is contingent upon successful completion of a background investigation and a drug test. The provisions of this job bulletin do not constitute an expressed or implied contract.

***BCVWD is an Equal Opportunity Employer.***

GM Approval: \_\_\_\_\_

A handwritten signature in blue ink is written over a horizontal line.