



## **ACCOUNTING/OFFICE SPECIALIST**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

To perform a wide variety of accounting and administrative duties in support of District operations; to provide information to the public and other Agency employees on Administrative Services Division functions, policies, and administrative procedures; to answer the telephone and provide assistance to the public; to receive, route and distribute incoming and outgoing mail; to maintain a variety of files and records; and to perform clerical accounting duties.

### **DISTINGUISHING CHARACTERISTICS**

This is the journey level class. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Successful performance of the work requires the ability to exercise sound independent judgment, coordinate several activities, gather and evaluate data, while meeting critical deadlines and maintaining effective working relationships.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives immediate supervision from the Administrative Services Manager/Chief Financial Officer.

### **ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**

*The following duties are typical for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:*

#### **Essential Functions:**

##### **Accounting**

1. Assist the accounting department by verifying and reconciling information; ensures internal control procedures are followed and audit trails are established.
2. Prepare accounts payable and reimbursement invoices.
3. Provide assistance with accounts payable and receivable billings for projects.
4. Perform accounts receivable duties; prepare checks for deposit and deliver to the bank; oversee petty cash fund and access to safe and supplies; accept monies and issue receipts.
5. Provide accounting and clerical support of division projects.
6. Perform related duties and responsibilities as required.

##### **Office**

7. Screen calls and visitors; assist the general public; respond to public inquiries in a courteous manner; screen inquiries, take messages and direct calls to appropriate staff.

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8. Operate and maintain office equipment such as fax, copier, printer, and mail meter.
9. Monitor, purchase, and restock office supplies, office equipment, and breakroom supplies.
10. Participate in advanced level copy projects; bind and distribute documents.
11. Perform mail and postage duties; collect District mail; open and deliver all District mail; prepare letters and packages for mailing.
12. Perform word processing, scheduling, and produce complex charts, tables and reports as requested.
13. Prepare, file, and maintain inventory lists of files for archives.
14. Enter, sort, index documents in document management system.
15. Serve as a back-up to Senior Office Specialist.

**QUALIFICATIONS**

**Knowledge of:**

Modern office procedures, methods and computer equipment.  
Microsoft Office Suite applications such as Word, Excel, PowerPoint and Outlook  
Techniques of word processing, database and spreadsheets.  
Basic mathematical principles.  
Business math.  
English usage, spelling, grammar and punctuation.  
Basic principles and practices of data collection and report preparation.  
Methods and techniques of proper phone etiquette.  
Customer service techniques.  
Principles and practices of public relations.  
Principles of accounting  
Principles and procedures of record keeping.

**Ability to:**

Perform as an integral part of a team.  
Maintain tactfulness and courtesy in high stress situations.  
Operate a computer and modern office equipment.  
Learn to maintain records and prepare computer generated reports.  
Learn to understand and explain District policies and procedures.  
Learn techniques used in dealing with delinquent accounts.  
Type at a speed necessary for successful job performance.  
Respond to requests and inquiries from the general public.  
Understand and follow oral and written instructions.  
Communicate clearly and concisely, both orally and in writing.  
Perform arithmetic calculations quickly and accurately.  
Perform a variety of clerical accounting duties.  
Examine and verify receipts, invoices, and reimbursement documents.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

**Experience and Training Guidelines** — Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

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**Experience:**

Five years of progressively responsible clerical accounting and administrative work experience with considerable contact with the public. Public sector work experience is desirable.

**Training:**

Possession of associate's degree or equivalent in business, computer applications or other related field. Bachelor's degree or equivalent preferred.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

**WORKING CONDITIONS**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environmental Conditions:**

Office environment; exposure to computer screens; work closely with others and work alone.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for sitting, walking, standing, kneeling or bending for prolonged periods of time; regularly lifting and/or moving up to 10 pounds and occasionally lifting and/or moving up to 35 pounds; moving between various offices and work stations; use of fingers and both hands; repetitive motion; speaking and hearing to exchange information.

**Vision:**

See in the normal visual range with or without correction; vision sufficient to read small print, computer screens and other printed documents; specific vision abilities required by this job include close and distant vision and depth perception.

**Hearing:**

Hear in the normal audio range with or without correction.

**Department:** Administrative Services

**Exempt:** No

**Approved Date:**

**Revised Date:**