



Oceano Community Services District

1655 Front Street, P.O. Box 599, Oceano, CA 93475

(805) 481-6730

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AGENDA PERSONNEL COMMITTEE

1655 Front Street
4:30 P.M.

September 17, 2009

Oceano
Thursday

COMMITTEE MEMBERS
Mary Lucey, Chair/Director
Vern Dahl, Director

STAFF
Kevin D. Walsh, Interim General Manager
Gina A. Davis, Administrative Assistant

1. Roll Call
2. Public Comment
3. Approval of Minutes
 - a. None
4. Old Business
 - a. Status of General Manager Search *
5. New Business
 - a. Review Job Descriptions for Accounting Clerk I/II
 - b. Review of Time Cards for Interim General Manager *
6. **ADJOURN TO CLOSED SESSION**
 - a. **PUBLIC EMPLOYMENT ***
CLOSED SESSION – A closed session pursuant to Government Code Section 54957(b)(1) to consider the appointment or employment of a public employee. The positions under consideration are the General Manager, Office Manager and Account Clerk I/II.

RETURN TO OPEN SESSION

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7. Public Comment
8. Written Communication

Adjournment

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OCEANO COMMUNITY SERVICES DISTRICT

ACCOUNTING CLERK I / ACCOUNTING CLERK II

DEFINITION

Performs a variety of clerical and administrative duties in support of assigned areas including accounts payable, accounts receivable, payroll, and utility billing; providing information and assistance to the general public; answering telephone calls; and performing a variety of clerical and secretarial tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

Accounting Clerk I. This is the entry level in the Accounting Clerk series. This class is distinguished from Accounting Clerk II by the performance of the more routine tasks and duties assigned to positions within the series including utility billing, payroll, and accounts payable.

Accounting Clerk II. This is the full journey level class within the Accounting Clerk series. Employees within this class are distinguished from the Accounting Clerk I by the performance of the full range of duties as assigned including all duties performed by the Accounting Clerk I level and the full array of duties in the 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. Positions in this class are flexibly staffed and are normally filled by advancement from the Accounting Clerk I level, or when filled from the outside, have prior experience.

SUPERVISION RECEIVED AND EXERCISED

Accounting Clerk I. Receives immediate supervision from the Administrative Assistant.

Accounting Clerk II. Receives general supervision from the Administrative Assistant.

ESSENTIAL FUNCTIONS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Perform utility billing activities; proficient in the use of utility billing software; prepare and set up all billing accounts; maintains meter records and computerized accounts; schedules and administers meter reading; processes hydrant meter installations, billing and collection; collect payments for accounts; charge late penalties according to established guidelines. Prepare lists of delinquent accounts; prepare and mail delinquent notices for collection; monitor and record payments. Prepare all utility service orders for new, closed and change of accounts and enter related information into computer.

Receive, code and balance invoices for payment; proficient in the use of accounts payable software; enter invoice data into computer; balance invoices to accounts payable; prepare and issue checks to vendors. Monitor account coding in all areas for consistency with

OCEANO COMMUNITY SERVICES DISTRICT ACCOUNTING CLERK I / ACCOUNTING CLERK II

budget classifications; review all documentation for descriptive language and arithmetical accuracy. Maintain accounts payable vendor files and records. Maintain contact with vendors concerning accounts; update vendor information in the computer.

Perform payroll function; proficient in the use of payroll software; prepare, set up and maintain payroll files; process timecards and other payroll documents in a timely and accurate manner; issue payroll checks; prepare payroll reports.

Collects fees and prepares and maintains water and sewer connection permits and receipts for new construction. Processes documentation for the installation of water and sewer services. Maintains ledger of District deposits on file including deposits for engineering review, sewer lateral construction, hydrant meters, fireworks booth, performance bonds and parks and recreation donations. Processes and tracks burn permits, weed abatement documentation, fireworks permits and encroachment permits.

Serve as cashier, receive and input payments from customers; deliver deposits to banks as assigned.

Perform receptionist duties; answer, screen and route telephone calls; respond to visitors at the front counter; open, sort and distribute mail.

Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

Perform a variety of general clerical duties including typing, maintaining files and records and maintaining supplies.

Provide back up support for other clerical accounting duties as required.

Perform related duties and responsibilities as required.

REQUIRED QUALIFICATIONS

Accounting Clerk I

Knowledge of:

Basic accounting principles.

Basic principles of customer service.

Basic methods and techniques of utility billing, accounts payable and payroll.

Basic methods and techniques of cash handling.

Basic methods and techniques of coding vendor invoices.

Principles and procedures of financial record keeping and reporting.

Basic mathematical principles.

Basic principles of report preparation.

Modern office practices and procedures, office equipment operation, computer operation.

Receptionist and telephone techniques.

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Ability to:

Perform routing clerical accounting duties including utility billing.
Respond to requests and inquiries from the general public.
Receive, code and balance invoices for payment.
Set up and track billing of utility accounts.
Perform arithmetic calculations.
Maintain a variety of financial records and files.
Receive and balance monies and make bank deposits.
Accurately tabulate, record and balance assigned transactions.
Perform varied clerical work.
Type and/or enter data at a speed necessary for successful job performance; typing a minimum of fifty words per minute.
Operate office equipment including computers and supporting word processing and spreadsheet applications.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Communicate effectively in the Spanish language.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
Establish and maintain effective work relationships with other staff members and the general public.

Accounting Clerk II

In addition to the qualifications for Accounting Clerk I:

Knowledge of:

Advanced methods and techniques of utility billing, accounts payable and payroll.
Advanced methods and techniques of computer spreadsheet and word processing software.
Advanced techniques in Customer service.
Advanced methods and techniques of cash management.
Basic knowledge of pertinent Federal, State and local codes, laws and regulations.

Ability to:

Perform advanced accounting duties including utility billing, accounts payable and payroll.
The ability to communicate in Spanish is desirable but not required for this level.

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LICENSES AND CERTIFICATES

Must possess a valid California Driver's License.

EXPERIENCE

Accounting Clerk I

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:

Experience: One year of clerical accounting experience including routine fiscal record keeping, public contact and the application of policies and procedures in the performance of assigned tasks.

Training: Equivalent to the completion of twelfth grade.

Accounting Clerk II

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:

Experience: Two years of increasingly responsible clerical accounting work experience including routine fiscal record keeping, public contact and the application of policies and procedures in the performance of assigned tasks.

Training: Equivalent to the completion of twelfth grade supplemented by specialized accounting course work.

WORKING CONDITIONS

Environmental Conditions

Office environment; exposure to computer screens; extensive contact with the general public in a customer service environment.

Physical Conditions

Functions require maintaining physical condition necessary for standing or sitting for prolonged periods of time; light lifting or carrying; extensive use of computer keyboard; near visual acuity to prepare financial records.