

Christian Valley Park Community Services District

Job Title	Part-Time Accounts Payable Clerk	Supervisor	General Manager
------------------	----------------------------------	-------------------	-----------------

This job description describes the general nature and level of work performed by employees assigned to this position.

BASIC JOB SUMMARY

Under the direction of the General Manager, the Part-Time Accounts Payable Clerk performs routine invoice processing, financial reporting, and related administrative functions for Christian Valley Park Community Services District ("District").

The position processes District vendor invoices through the Placer County Workday financial system and generates monthly financial statements and routine financial reports for the General Manager.

The position is limited to accounts payable and financial reporting; deposits, cash receipts, and revenue processing are handled separately. Access to Workday is subject to Placer County authorization and policies.

The position works independently within established District procedures and refers matters outside them to the General Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to:

- ♦ Enter District vendor invoices and related information into Workday accurately and on time
- ♦ Review invoices and supporting documentation for completeness and apply established Workday coding
- ♦ Communicate with the General Manager and Placer County personnel regarding invoices, coding, payments, required documentation, financial reports, and other routine accounts payable matters
- ♦ Follow up on outstanding invoices, payment issues, or requests for additional information and bring unresolved matters to the General Manager's attention
- ♦ Generate and compile monthly financial statements and routine financial reports from Workday for the General Manager
- ♦ Review routine financial reports for apparent errors, omissions, or discrepancies and bring questions or concerns to the General Manager
- ♦ Archive processed invoice documentation and supporting records in the District's designated shared drive, keeping them organized and accessible
- ♦ Assist the General Manager with other routine accounts payable or financial reporting matters as assigned
- ♦ Maintain confidentiality of District financial and vendor information

Christian Valley Park Community Services District

ABILITY TO

- ♦ Pay close attention to detail and maintain accuracy when entering, coding, and reviewing financial information in Workday
- ♦ Perform basic arithmetic and compare figures across invoices, reports, and records to identify errors, omissions, or discrepancies
- ♦ Organize and prioritize work to meet recurring monthly deadlines
- ♦ Communicate effectively and professionally with the General Manager, vendors, County personnel, and others as necessary
- ♦ Work independently in a remote setting, follow established procedures, and recognize when a matter falls outside them
- ♦ Use and learn the technology needed to perform assigned duties, including a computer, email, spreadsheets, and Workday

LIMITS OF AUTHORITY

The position has no authority to establish accounting policies or procedures, authorize expenditures, approve invoices, or make significant accounting judgments. It does not make journal entries, adjustments, or corrections to District financial records without General Manager authorization.

The position does not sign checks, access District bank accounts, release payments, or create or change vendor records.

Matters requiring financial authorization, policy decisions, interpretation of accounting procedures, or significant accounting judgment shall be referred to the General Manager.

EDUCATION

An associate degree, coursework, or training in accounting, bookkeeping, business administration, or a related field, or an equivalent combination of education and experience, is required.

EXPERIENCE

Experience in accounting, accounts payable, or bookkeeping, or in administrative work involving invoice processing or financial recordkeeping, is required.

At least one year of accounts payable experience, and experience using accounting software, Workday, or other enterprise financial systems, are preferred.

PHYSICAL DEMANDS AND WORKING CONDITIONS

This position is performed remotely from the employee's home office and requires extended sitting at a computer, frequent use of a keyboard and mouse, reading from a screen and printed documents, and communicating by email and telephone. The position may occasionally require carrying documents or files weighing up to 10 pounds. There are no other physical requirements. Reasonable accommodations may be made

Christian Valley Park Community Services District

to enable individuals with disabilities to perform the essential functions of the position.

WORK SCHEDULE

This is an at-will, hourly (non-exempt), part-time employee position requiring approximately 10 hours per month. Actual hours may vary based on the District's needs.

Work is performed on a flexible schedule coordinated with the General Manager, with no fixed daily hours. Assigned responsibilities must be completed on time and applicable County deadlines met.

ADDITIONAL INFORMATION

This job description is intended to identify the essential functions of the position for purposes of the Americans with Disabilities Act (ADA).

The District does not discriminate in its activities or employment on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability, or any other basis protected by federal or state law.

No person shall be denied employment solely because of an impairment that is unrelated to the ability to perform the duties of the position for which the person has applied. Applicants who need a reasonable accommodation are encouraged to notify the District so that it can work with them, through a good-faith interactive process, to determine whether one can be provided.