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Christian Valley Park Community Service District

Job Title	Bookkeeper	Supervisor	General Manager
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Salary Grade By Contract / To Be Determined **FLSA Status** To Be Determined

JOB DESCRIPTION

This job description is intended to describe the general nature and level of work being performed by people assigned to this job. The description is not intended to be an exhaustive list of responsibilities, duties and skills required for this position.

BASIC JOB SUMMARY

Under the direction of the General Manager, the Bookkeeper performs part-time bookkeeping and administrative accounting functions for the Christian Valley Park Community Service District ("District"). The position is responsible for entering and maintaining invoice information in the District's Workday System, reviewing financial reports for accuracy and completeness, maintaining appropriate financial records, and assisting with the timely processing and reconciliation of District financial information.

The Bookkeeper serves as a liaison between the District and the **Placer County Auditor** and **Placer County Treasurer** on routine accounting and financial matters, communicating information and following up on requests as directed by the General Manager. The position works independently, maintains confidentiality of District financial information, and performs related duties as assigned.

ESSENTIAL DUTIES, INCLUDING BUT NOT LIMITED TO:

RESPONSIBILITIES AND DUTIES

- Enter District invoices and related financial information accurately and timely into the Workday System.
- Review invoices and supporting documentation for completeness, appropriate coding, and consistency with District records and procedures.
- Maintain organized and accurate records of invoices, payments, receipts, and other financial transactions.
- Review financial and accounting reports generated through Workday and other District systems for accuracy and completeness.
- Identify discrepancies, unusual entries, missing information, or other potential errors and bring them to the attention of the General Manager.
- Assist the General Manager in maintaining accurate and current District financial records.
- Prepare or assist in preparing financial information and reports requested by the General Manager or Board of Directors.
- Serve as a liaison between the District and the Placer County Auditor regarding routine accounting, financial reporting, invoices, payments, and related District matters.
- Serve as a liaison between the District and the Placer County Treasurer regarding routine financial transactions, deposits, payments, account information, and related District matters.
- Respond to routine requests for financial information from Placer County offices and obtain additional information or clarification when necessary.
Communicate unresolved accounting or financial issues to the General Manager in a timely manner.
- Maintain confidentiality of District financial records, vendor information, and other sensitive information.
- Maintain organized electronic and paper financial records in accordance with District requirements.
- Assist with periodic financial reporting, audits, budget preparation, or other financial activities as directed by the General Manager.
- Coordinate with District personnel, contractors, vendors, Placer County personnel, and other agencies as necessary to complete assigned bookkeeping responsibilities.

ABILITY TO:

- Accurately enter invoices and financial information into the Workday System and other designated systems.
- Review financial reports and identify discrepancies, errors, omissions, or unusual transactions.
- Maintain accurate, complete, and organized financial records.
- Understand basic bookkeeping principles, accounts payable, accounts receivable, and financial reporting.
- Communicate effectively and professionally with the General Manager, Board members, District representatives, vendors, and County personnel.
- Establish and maintain cooperative working relationships with the Placer County Auditor, Placer County Treasurer, and other governmental agencies.
- Work independently and manage a limited monthly workload while meeting established deadlines.
- Exercise sound judgment regarding routine financial and administrative matters and refer questions requiring authorization or policy decisions to the General Manager.
- Read, understand, and follow written or verbal instructions.
- Maintain confidentiality and protect sensitive District financial and personnel information.
- Use computers, spreadsheets, email, accounting software, Workday, and other technology necessary to perform assigned duties.
- Clearly communicate financial or accounting issues to the General Manager and provide appropriate supporting documentation.
- Maintain cooperative working relationships with District staff, contractors, vendors, governmental agencies, and the public.

TRAINING AND EXPERIENCE GUIDELINES:

Any combination of training and experience which demonstrates attainment of the required knowledge and ability to perform the required work especially experience in Workday.

EDUCATION

High school graduation or equivalent is desirable. Coursework or training in accounting, bookkeeping, business administration, finance, or a related field is desirable.

EXPERIENCE

- Previous experience in bookkeeping, accounts payable, accounts receivable, financial recordkeeping, or a related administrative position is desirable experience
- Working with accounting software or Workday, financial reporting systems, or enterprise systems such as Workday is desirable.
- Experience working with governmental agencies or special districts is desirable but not required.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position may perform additional duties and additional duties may be assigned.

Christian Valley Park Community Services District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

