JOB DESCRIPTION

Coachella Valley Water District

Date: July 2013

TITLE: Accounting Clerk

SECTION: Accounting

DEPARTMENT: Finance

REPORTING RELATIONSHIP:

Reports To: Accounting Manager

Supervises the Following Positions: Not Applicable

DEFINITION: Under general supervision, performs general accounting support such as processing invoices, scanning, filing, mail processing, check requests and creating spreadsheets and graphs.

ESSENTIAL FUNCTIONS:

1. Review, process, scans and routes invoices and other related information and enters data into accounting system.

2. Performs general clerical duties which may include: preparing routine correspondence and/or mailings; opening, sorting and distributing mail, maintaining office supplies, filing and performing other related activities.

3. Maintain various Finance Department files and records in a constantly current status.

4. Update and maintain intermediate-level spreadsheets and graphs.

5. Responds to requests for information and/or inquiries related to accounts, policies, and/or other related information; performs research to provide accurate information.

6. Prepares and generates checks related to vendor payments and related accounts payable remittances.

7. Prepares routine reports that summarize financial information and data, reviews information to verify accuracy and completeness.

8. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

License or Certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification. Must possess a High School Diploma or G.E.D. equivalent.
Experience: Two years of accounting experience utilizing integrated accounting software and Excel spreadsheets, including data entry, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Knowledge of: - General principles of accounting; - Office equipment and procedures; - Business English including vocabulary, spelling, correct usage, and punctuation; - Word processing software; - Intermediate-level Excel; - Record-keeping and filing

Ability to: - Operate a computer, calculator, and other standard office equipment; - Perform mathematical calculations; - Prepare clear, accurate, and timely work product; - Interpret, apply, and reach sound decisions in accordance with CVWD regulations, rules, and policies; - Maintain courteous and cooperative working relationships; - Maintain records; - Develop intermediate-level Excel spreadsheets and graphs

Education: Associates degree in business administration or a minimum of four, college-level accounting courses

PHYSICAL REQUIREMENTS:

1. Sit for prolonged periods of time
2. Operate a computer workstation ten-key calculator
3. Drive district vehicle (minimal)

See Human Resources for physical assessment form