

**RANCHO CALIFORNIA WATER DISTRICT  
POSITION DESCRIPTION**

**DATE:** July 1, 2022

**POSITION TITLE:** **ACCOUNTING CLERK I / II - Accounts Payable**

**GRADE LEVEL:** E10 / E16

**SUPERVISOR TITLE:** Accounting Supervisor

**FLSA Status:** [ ] Exempt [X] Non-Exempt

**BARGAINING UNIT:** [X] RCWDEA [ ] RCWD MPCEA

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**DEFINITION**

Under immediate progressing to general supervision, to perform a variety of basic accounting, clerical and customer service duties

**CLASS CHARACTERISTICS**

**Accounting Clerk I**

This is the entry-level classification. Positions assigned to this level perform limited or routine accounting / clerical / customer service duties under close supervision. Because employees in classifications at this level may be in a training capacity, such position typically does not require significant previous work experience in the applicable field. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit

**Accounting Clerk II**

This is the journey level classification. Positions assigned to this level perform a full range of accounting / clerical / customer service duties under general supervision. Because employees in classifications at this level are expected to be fully trained and competent, such position typically requires significant previous work experience in the appropriate field. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit

**EXAMPLE OF DUTIES** (Duties may include, but are not limited to, the following):

- ✎ Perform general accounting functions, such as accounts payable, accounts receivable, inventory, and cash receipts for the District
- ✎ Perform general accounting functions, such as accounts payable, accounts receivable, and cash receipts for various agencies that the District is contractually obligated as administrators
- ✎ Prepare journal entries, reconcile accounts and prepare work papers for the District
- ✎ Prepare journal entries, reconcile accounts and prepare work papers for other agencies that the District is contractually obligated as administrators
- ✎ Perform general office functions, such as filing, data entry, and operating office equipment for the District
- ✎ Perform general office functions, such as filing, data entry, and operating office equipment for other agencies that the District is contractually obligated as administrators
- ✎ Perform other duties as assigned

**QUALIFICATIONS**

**Accounting Clerk I**

**Knowledge of:**

- ✎ Basic accounting principles
- ✎ Basic word processing and computer spreadsheets
- ✎ Basic telephone and customer service techniques
- ✎ Basic filing and organizational techniques
- ✎ Proper work safety standards
- ✎ Accounting software knowledge
- ✎ Board of Equalization – Sales & Use Tax

**Ability to:**

- ✎ Operate 10 key by touch
- ✎ Type 30 - 35 WPM
- ✎ Operate Personal Computer
- ✎ Compose general correspondence
- ✎ Offer helpful information in order to create favorable public relations
- ✎ Organize and prioritize a variety of assignments
- ✎ Comply with the District's Safety, Health and Environmental policies

### **SELECTION GUIDELINES**


The appropriate knowledge, skills, and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

**Experience:** Six (6) months to one (1) year of general accounting and clerical experience




**Training:** Equivalent to the completion of the 12<sup>th</sup> grade.

### **Accounting Clerk II**

#### **Knowledge of:**

-  Intermediate accounting principles
-  Excel (including creating and modifying) and Microsoft Word for Windows

#### **Ability to:**

-  Operate 10 key by touch
-  Type 40 - 45 WPM
-  Operate Personal Computer


### **SELECTION GUIDELINES**

The appropriate knowledge, skills, and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

**Experience:** Two (2) or more years of experience in an accounting position with clerical responsibilities or two (2) years of experience as an Accounting Clerk I

**Training:** Equivalent to the completion of the 12<sup>th</sup> grade, supplemented by specialized training in accounting

#### **Licenses and Certificates:**

-  California Class C Driver's License

**PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

The essential functions of this position will require the employee to perform the following physical activities:

- ✎ Frequently use office equipment such as a computer, copier and FAX machine
- ✎ Must be able to carry, push, pull, reach and lift materials and objects up to 25 lbs.
- ✎ Extended standing, walking, sitting, reaching, stooping, and bending
- ✎ Communicates verbally with District management, co-workers, and the public in face-to-face, one-on-one, and group meetings
- ✎ Regularly uses a telephone or radio for communication
- ✎ Ability to speak and hear both in person, by telephone, and radio
- ✎ Vision within normal ranges with or without correction.
- ✎ Regular attendance
- ✎ Work in a temperature controlled office environment with moderate noise.
- ✎ Occasional travel by automobile conducting District business

_____	_____
Employee Signature	Date
_____	_____
Supervisor/Manager Signature	Date