



Date: April 14, 2022
To: Board of Directors
From: Rick Benson, Interim General Manager
Subject: Add and Delete Fiscal Support Positions

Recommendation:

Delete the Accountant position and add an Account Clerk position to the comprehensive salary schedule and approve the Account Clerk job description with a starting salary of \$30 per hour.

Rationale for Recommendation:

Changes in technology have changed the District's fiscal support staffing needs.

Discussion and Analysis:

Until recently the District has relied upon the services of a financial manager, accountant and an outside accounting firm to process financial transactions and maintain financial records. In February of this year our accountant terminated her employment. This led to a review of our accounting practices.

The District's financial transactions primarily revolve around accounts payable and payroll. With payroll being the most critical and complicated, the District relies on specialized software to assure that the payroll function is handled properly. Over the years, software manufacturers have improved their products to the point where processing payroll is more a function of data entry. Therefore, we have determined that rather than needing the services of an accountant we can efficiently process our payroll and accounts payable with an account clerk operating in a half-time position.

Fiscal Impact:

It is anticipated that this change will result in savings of at least \$22,000 annually.

Attachment:

- Classification Specification - Account Clerk

CLASSIFICATION SPECIFICATION

Kensington Police Protection
& Community Service District

Date: April 2022

CLASS TITLE: Account Clerk

FLSA STATUS: Non-exempt

REPORTS TO: Finance Director

HIRING STATUS: At Will

JOB SUMMARY:

Under supervision, to perform a wide variety of fiscal support activities requiring previous fiscal experience. Incumbents might perform activities utilizing QuickBooks and Excel related to: processing payroll; processing accounts payable; processing billings; collecting money and preparing deposits; providing customer service; creating databases; and, conducting research.

DUTIES:

Verifies and processes a variety of financial documents.

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

Analyzes and reconciles a variety of financial account activities.

Utilizing QuickBooks and Excel, compiles and maintains financial and statistical data records; prepares and distributes related reports.

Enters a variety of fiscally-related information into databases; maintains fiscal records and files.

Assists in preparing complex financial documents, which may include proposals and analytical documents.

Responds to requests for information and inquiries related to programs, policies, and/or other related information.

Performs other duties of similar nature or level as required.

EMPLOYMENT STANDARDS:

High School Diploma, G.E.D. or equivalent

AND

Two (2) years of fiscal support, bookkeeping, accounting support or experience related to the area of assignment; one year of bookkeeping training in an approved vocational training program or completion of 30 semester or 45 quarter units with coursework in accounting/bookkeeping at an accredited college or university may substitute for one year of experience or, an equivalent combination of education and experience sufficient to obtain the knowledge and skill to successfully perform the essential duties of the job.

ADDITIONAL REQUIREMENTS:

Knowledge of: Cash handling techniques; processes and procedures in general accounting, payroll, collections, bookkeeping principles; standard office equipment and procedures; data entry techniques; customer service principles; filing techniques.

Skill in: Using computers and related software applications including proficiency in QuickBooks and Excel; performing mathematical calculations; balancing financial accounts; preparing reports; filing and maintaining records; keyboarding; using standard office equipment; providing customer service; operating a

Classification Specification

Account Clerk

Page 2 of 2

10 key; and, communicating both orally and in writing sufficient to exchange or convey information and to receive work direction.

SUPPLEMENTAL:

A background check will be conducted for this classification.