



Date: March 14, 2024
To: Board of Directors
Submitted by: David Aranda, Interim General Manager
Subject: Change In Job Description And Salary Schedule in Promoting the Accounting Clerk Position to Senior Accountant

Recommendation

Approve the Senior Accountant job description for KPPCSD and the salary schedule for that position of \$40-\$60/hr.

Background

The part-time position that Karn took a little over one year ago has grown from the standpoint of responsibility. As noted in the attached job description the proposed position carries a good amount of responsibility both in accounting and in human resources.

I am requesting approval to make the change in the job description along with a change in the salary schedule.

Exhibit

- Classification Specification

CLASSIFICATION SPECIFICATION

Kensington Police Protection
& Community Services District

Date: February 2024

CLASS TITLE: **Senior Accountant**

FLSA STATUS: Non-exempt, Part-Time

REPORTS TO: General Manager

HIRING STATUS: At Will

JOB SUMMARY

Under the direction and supervision of the General Manager, the Senior Accountant performs accounting clerical duties including processing and maintaining general accounting, accounts payable, accounts receivable, payroll, grants management and retirement, and assisting the General Manager with Human Resources related duties.

Duties and responsibilities are carried out with considerable independence within the framework of established policies and procedures. The work of this class involves accountability and decision-making responsibilities. This position requires closely working with financial consultants in coordinating finished financial statements and other documents.

DISTINGUISHING CHARACTERISTICS

The Senior Accountant is a part time position. As a part-time position, other finance consultants will be required to complete additional Finance Department functions and assignments. The position reports directly to the General Manager.

EXAMPLES OF WORK

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them from the position.

- Assist with digital maintenance of accounting files and records.
- Assist with follow-up on delinquent accounts receivable.
- Assist with compilation of accounting reports and statements.
- Code distribution of disbursements/receipts by fund and account numbers.
- Input cash receipts and payables data.
- Reconcile and balance bank statements.
- Scan, index and file records as required.
- Assist with the processing and recording of payables including computation of discounts on accounts payables, verify extensions, multiplication and additions accordingly.
- Process internal and external documentation for payment after proper approval.
- Verify accuracy and process monthly accounts payable through an integrated accounting system.
- Process and file year-end 1099s.
- Prepare compliance reports with outside agencies (e.g. SCO reporting, grant reporting, etc.)
- Prepare deposits of all the monies relating to solid wastes and community center services.
- Organize, consolidate and maintain confidential payroll reports, files and employee records.

- Adjust payroll accruals for incentive awards program, sick and vacation leave.
- Process bi-monthly payroll checks and required withholding reports (i.e., deferred compensation reports, federal and state income taxes, CalPERS, etc.)
- Review and update bi-monthly payroll changes.
- Maintain and process all confidential payroll records.
- Prepare and file payroll W-2s.
- Perform account analyses and general ledger reconciliation.
- Prepare investment analyses and make cash flow recommendations (when applicable).
- Assist in compiling annual financial reports, supporting schedules and working papers.
- Assist in the compilation of accounting and financial documents for the annual audit.
- Manage grant reporting and monitor implementation.
- Perform account analysis and general ledger reconciliations.
- Provide assistance to accounts payable, accounts receivable and payroll as needed.
- Prepare outgoing wires for debt service payments and payroll deductions.
- Perform HR duties related to payroll deductions, signing employees up for benefits, benefits for employees leaving the District.
- Prepare monthly journal entries.
- Perform other duties as assigned by the General Manager.

QUALIFICATION REQUIREMENTS

The Senior Accountant must have a working knowledge of accounting processes and procedures. Individual must also be able to accurately input financial data and work as part of a team.

KNOWLEDGE, SKILLS, ABILITIES (position requirements at entry)

- Knowledge of:
 - Principles and practices of governmental accounting, finance, Fund Accounting, budgeting, and public administration; preferred government or public sector accounting;
 - Government Accounting Standards Board pronouncements, and technical interpretations;
 - Pertinent federal, state, and local laws, codes, and regulations;
 - Automated financial accounting and reporting systems;
 - Methods and techniques of time and project management;
 - California Public Employees Retirement System;
 - Office management techniques and practices;
 - Human Resource policies and procedures;
 - Office equipment such as copiers, phone systems and computer programs including: MS Word, Excel, Outlook, Quickbooks and Adobe.
- Skill in:
 - Accounting software
 - Microsoft Office Suite
 - Working in a remote or partially remote environment
- Ability to:
 - Work varied hours or extended work hours in order to meet project deadlines;

- Write reports and prepare written correspondence in a clear and concise manner for the public to view;
 - Present oral reports and respond to questions concerning such reports;
 - Ensure excellent customer service and working relationships with the public, co-workers, Directors and outside agencies;
 - Ability to sit and operate computer equipment for extended periods of time;
 - Be proactive under pressure, and manage situations professionally;
 - Adapt to changes in processes and procedures;
 - Work independently and as part of a team;
 - Effectively communicate in a tactful and courteous manner with officials, the public, and employees;
 - Understand and apply laws, rules, and regulations to specific accounting and financial transactions;
 - Analyze and interpret financial data and accounting records;
 - Establish and maintain effective working relationships with those contacted in the course of work;
 - Assist with developing and achieving goals, objectives, and administering work plans;
 - Effectively communicate verbally and in writing
- **Language Skills:**
 - Use correct English spelling and grammar.
 - **Reasoning Skills:**
 - Read, analyze, and interpret general business correspondence, documents, technical journals, government regulations and construction plans.
 - Manage multiple projects simultaneously and ensure that objectives and timelines are met.
 - Understand mathematical concepts and perform necessary computations.

PHYSICAL DEMANDS

Work at a computer for extended periods of time. Work extended hours to complete deadlines.

WORK ENVIRONMENT

This position allows remote work but requires one to four days per month in the District office.