

Accounting Assistant I

FLSA Status: Non-Exempt

Hours: 32 hours per week

Rate: \$23.85 - \$31.95, depending on experience

About PLS:

The Peninsula Library System (PLS) is a consortium of 35 public and community college libraries located in San Mateo County working together to provide innovative and cost-effective service to their users. Founded in 1971, the system is a Joint Powers of Agreement and is funded primarily by member libraries: Burlingame Public Library, Daly City Public Library, Menlo Park Public Library, Redwood City Public Library, San Bruno Public Library, San Mateo County Libraries, San Mateo Public Library, South San Francisco Public Library, and the San Mateo County Community College District (including the College of San Mateo, Canada College and Skyline College). PLS receives support from the state California Library Services Act, the federal Library Services and Technology Act, and local contracts for special services.

Summary

Under direct supervision of the Controller, provides accounting and fiscal support, including accounts payable, cash and accounts receivable receipts, invoices, and processes, records, reviews, and reconciles a variety of financial transactions and records for Peninsula Library System and its multiple contracted agencies.

This class is the first in the Accounting Assistant series. The Accounting Assistant I works under close supervision and performs daily and routine accounting duties in accordance with established accounting procedures. It is distinguished from the Accounting Assistant II by the amount of accounting and/or financial experience required. An Accounting Assistant I works under general supervision and, within a framework of established procedures, is expected to perform a variety of complex accounting duties with only occasional assistance and may provide lead directions to other accounting support staff on a project or day-to-day basis.

Essential Duties and Responsibilities:

- Reviews, prepares, classifies and records financial transactions properly including daily cash receipts from public and other agencies, bank deposits, vendor invoice payments, monthly bank reconciliation, and journal entry of revenues and expenditures to proper accounts.
- Processes accounts receivable (AR); researches receipts for proper issued AR invoices and prepares AR deposits of checks, EFT and credit card payments; reviews vendor invoices for accuracy and appropriate authorization.
- Processes accounts payable; audit vendor invoices and library reimbursements for accuracy and appropriate authorization; research discrepancies; verifies invoices against purchase orders, quotes, and receiving reports or contract

encumbrances; verifies reimbursements for pertinent supporting documentation; ensures that funds are available and prepares payment voucher with proper cost centers general ledger account.

- Prepares monthly bank reconciliation reports with bank statements.
- Prepares, posts, and reconciles journal entries in accounting software to ensure financial accuracy.

Other Job Duties:

- Assists with monthly credit card reconciliation and postings and work with staff to resolve any discrepancies.
- Assists with managing encumbrances and related contract expenditures.
- Monitors and posts credit card charges and resolve discrepancy issues.
- Verifies and reviews financial forms and reports for completeness and conformance with established policies and procedures.
- Prepares basic financial spreadsheets and accounting reports.
- Provides information to public, vendors, contractors, and others: explains existing policies, rules and procedures, including proper supporting documentation and record keeping for financial transactions.
- Performs accounting tasks in accordance with established guidelines and procedure; ensure compliance with internal accounting controls.
- Performs detailed accounting and financial support work accurately and in a timely manner.
- Performs a variety of word processing, mail processing, record keeping and other general office work.

This job description is not a complete list of potential duties. Employees will be required to follow any other instructions and to perform any other duties requested by their supervisor(s).

Education:

Minimum Qualification: Associate's degree in Accounting or Finance

Preferred Qualification: Bachelor's degree in Accounting.

Experience:

Minimum Qualification: 1+ years of increasingly responsible accounting and/or finance experience.

Preferred Qualification: Accounting and/or finance experience in a public or non-profit agency.

Knowledge:

Minimum Qualification:

- Principles and practices of financial and accounting processes and record keeping.
- Basic public agency financial record keeping principles and terminology.

Preferred Qualification:

- Knowledge of governmental fund accounting processes and systems, and applicable federal, state and local policies and regulations.

Skills and Abilities:

Minimum Qualification:

- Microsoft Word processing, Excel spreadsheets, statistical databases, and automated accounting software.
- Ability to understand and follow verbal and written directions as well as maintain cooperative working relationships with those contacted in the course of the work.
- Excellent organization and time management skills with the ability to meet all assigned deadlines.
- Maintain accurate records and files.
- Build and maintain positive working relationships with co-workers.
- Customer service techniques, practices, and principles.
- Meticulous with details; executes tasks with high level of accuracy and precision.
- Make accurate arithmetic and financial calculations.

Preferred Qualification:

- Experience with accounting software for public or non-profits.

REQUIRED QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

Work Environment and Physical Demands:

Normally seated, standing or walking at will; normal physical activity including some bending, pushing, pulling, and carrying, which may range up to 20 lbs., upon occasion. Keyboarding and working at a computer monitor for extended periods required. Phone usage, reading, speaking, and listening required. Work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices or work rooms.

Benefits:

Insurance: Cafeteria plan for medical and dental insurance, employer-paid life insurance

Retirement: Defined Contribution pension plan with 7.5% contribution paid by employer

Other Benefits: Minimum of 2 weeks of vacation per year, plus 4 days floating holiday; 11 days of holiday; Deferred Compensation available.

Qualified applicants are encouraged to apply immediately as this recruitment will close at any time. We will review the first round of applications on December 15, 2025.

To apply, email your cover letter and resume to Wendy Cao, at caow@plsinfo.org.