



Conejo Recreation & Park District

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EMPLOYMENT OPPORTUNITY

Accounting Technician

Accounts Payable

Open/Promotional

Salary Range (5 steps): \$30.31 - \$36.85/hourly

Final Filing Date: Sunday, May 18, 2025, 11:59 p.m.

Apply online: www.crpdp.org/hr (Follow link to CalOpps)

Under general supervision, performs technical paraprofessional accounting duties including payroll processing and accounts receivables and payables for Conejo Recreation & Park District (CRPD) and Mountain Recreation & Conservation Authority (MRCA); prepares accounting records and journal entries as necessary; generates reports and reconciles data; and performs other related duties as assigned.

Essential Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Performs a variety of technical duties to ensure accurate and timely data entry and processing of various financial records; documents financial transactions in general ledger accounts; reconciles bank, accounting and payroll data; analyzes journal entries; corrects discrepancies.
- Compiles timesheets from District and MRCA employees, inputs payroll data into payroll system, prints proof list and verifies hours; corrects errors in time reporting; processes payroll and allocates payroll costs to budget appropriation accounts.
- Calculates and prepares payment for a variety of taxes including sales tax, payroll taxes and income withholdings; assists with issuance of employee, contractor and vendor tax statements.
- Processes routine and special check runs; validates accuracy of coding and payments and prepares checks for mailing or distribution.
- Prepares direct deposit, warrants and wire transfer information for approval and transmittal to the bank before established deadlines; prepares bank deposits.
- Maintains independent contractor and vendor records and databases including contracts, payment and ACH information.
- Assists with generating financial reports, spreadsheets and records; maintains purchase order file and records expenses; scans and files data and documents in accordance with District and MRCA records management policies and procedures.
- Gathers statement backup and reconciles Cal-Card statements; processes approved payments.
- Researches and answers District and MRCA employee and department inquiries regarding payroll, reimbursements and general status inquiries.

Other Duties and Responsibilities

- Provides backup to divisional administrative staff.
- Assists in research and preparation of data for payroll and financial audits and special reports requested by auditors, MRCA administrators, and other public agencies.
- May be required to drive District or personal vehicle.
- Participates during disasters or when emergency response is needed.
- Non-exempt employees may be required to work overtime
- Performs related duties as assigned.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Any combination of experience and training that would likely provide the required knowledge, skill, and/or ability listed below is qualifying.

Education/Experience: A typical way to obtain the knowledge and abilities would be: graduation from a two-year college with an associate degree, coursework in accounting, finance or a related field, and two years of progressively technical accounting experience in financial recordkeeping, payroll, reconciliation of various types of accounts, and preparation of journal entries; or an equivalent combination of education and experience.

Language Ability: Ability to read and interpret accounting documents, procedure manuals and governmental regulations. Ability to write routine reports and correspondence. Ability to effectively communicate business needs.

Math Ability: Ability to accurately calculate figures and amounts such as discounts, interest, commissions, proportions and percentages. Ability to apply concepts of basic accounting and finance.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to analyze and reconcile fiscal recording, banking and payroll records. Ability to interpret a variety of instructions provided in written or oral form.

Certificates and Licenses:

- Valid California driver's license with a good driving record and current automobile insurance.
- All full-time employees require satisfactory completion of a pre-employment functional capacity examination.
- Department of Justice fingerprint clearance.

Other Required Skills: Use of word processing, spreadsheets and database programs. Ability to address and resolve employees' concerns in a professional and discretionary manner. Maintain confidentiality of information and work products.

Supervisory Responsibilities: This position has no supervisory responsibilities.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions.

Employees work under typical office conditions and may be required to work some overtime. The work environment is subject to low to moderate noise levels, frequent contact with internal and external customers, and intermittent exposure to individuals acting in a disagreeable or emotionally charged manner

Physical Demands: The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, employees may sit or stand for extended periods and are regularly required to talk or hear, in person and by telephone; use hands to finger, handle, feel or operate computers and other standard office equipment; and reach with hands and arms. Duties require close vision and the ability to adjust focus. The employee is occasionally required to lift up to 10 pounds.

Selection Process

Apply online at: www.crpdp.org/jobs (follow link to www.calopps.org, Member Agency: Conejo Recreation & Park District)

Based on the information provided in the application documents, those candidates with the most desirable qualifications will be invited to continue in the selection process. Not all applicants meeting the minimum qualifications are guaranteed advancement through any subsequent phase of the examination. Be sure to include all pertinent information regarding your education and experience. **Fill out the application completely; blank spaces may cause rejection; do not refer to resume.** Falsification or omission of material fact is cause for rejection, removal from the eligibility list, or dismissal. **Resumes will not be accepted in lieu of a completed application.** Cover letters and resumes must be submitted online as attachments with the fully completed application. Applications must be submitted online by the filing deadline, or when the listed number of applications are received, whichever occurs first.

Accounting Technician continued . . .

Examination: Candidate selection will be based on competitive examinations. Test content will be related to the job. A photo identification will be requested for admission to the testing area. If there is more than one part to an examination, candidates must pass each part. Candidates with passing scores will be asked to compete in successive parts of the examination.

- Written Test/Practical Exercise: A written test and a practical exercise may be used, in addition to the appraisal interview.
- Appraisal Interview: A job-related appraisal interview will be conducted to evaluate and compare participating candidates' knowledge, skills, and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job.
- After the Appraisal Interview, the top candidates will be invited to a staff interview.

All applicants will receive a written response to their standing in the selection process.

NOTE: THE DISTRICT DOES NOT REIMBURSE APPLICANTS FOR TRAVEL, LODGING, OR OTHER EXPENSES RESULTING FROM THEIR PARTICIPATION IN THE SELECTION PROCEDURE.

In accordance with the Immigration and Control Act of 1986, the Conejo Recreation and Park District must verify that all new employees have written proof of their right to work in the United States at the time of hire.

REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH DISABILITIES

The District encourages applications from qualified individuals with disabilities as defined by the Americans with Disabilities Act. Individuals who will require reasonable accommodation to take a test as part of the selection process must notify Human Resources. Applicants with disabilities that affect sensory, manual or speaking skills may be provided with a test in a format that does not require the use of the impaired skill. Persons requesting reasonable accommodation will be required to provide documentation of such a need.

Note: The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice.

Position subject to pre-employment physical