Sonoma County Library
Announces an Employment Opportunity

ACCOUNTING COORDINATOR – BUDGET AND FINANCE-
ROHNERT PARK HEADQUARTERS
40 HOURS PER WEEK – FULL TIME

THE POSITION:

Please see the attached job specifications for full details about this position.

Under general supervision, provides excellent customer service, performs a variety of technical, accounting, and administrative duties to support Library financial functions such as payroll administration or processing accounts receivable and accounts payable; uses accounting software to maintain accurate records of financial transactions; performs financial reconciliations and prepares reports; and performs related duties as required.

TYPICAL TASKS include, but are not limited to:
• Performs responsible accounting, financial and/or budgetary document processing within specified procedural guidelines.
• Assists customers, departments, and employees by providing answers and information regarding specific account information, discrepancies, and/or general accounting procedures.
• Processes accounts payable; assigns purchase numbers; reviews invoices and receiving reports for accuracy and appropriate authorization; ensures that funds are budgeted and available and prepares documentation required for payment.
• Receives and balances receipts; allocates revenue to proper cost centers and trust accounts and posts revenue daily; prepares deposits and journal entries.
• May assume other accounting, administrative, or customer service responsibilities on a relief basis as required.

MINIMUM QUALIFICATIONS:

Education and Experience: Equivalent to an Associate’s degree from an accredited college or university with major coursework in accounting, finance, business or public administration, or a closely related field, and three (3) years of progressively responsible experience in processing financial documents, payroll or benefits administration, maintaining financial or accounting records, and performing general accounting office work.
SALARY RANGE: $25.33/hour to $31.63/hour plus benefits

CLOSING DATE: 5:00 pm, Tuesday, March 3, 2020

APPLICATION PROCESS: Please go to https://www.calopps.org/sonoma-county-library to apply. Applications must be complete and submitted by the final filing date in order to be considered. Incomplete and/or inaccurate applications may result in disqualification from the recruitment process. **Resumes will not substitute for a completed application.** Please attach transcript document(s).

The application process may contain one or more of the following steps: a supplemental application, written test(s), skills assessment(s), and/or oral examination(s).

REQUEST FOR ACCOMMODATION: Sonoma County Library will make reasonable accommodations in the recruitment process to accommodate applicants with disabilities. If you are invited to participate in an examination or interview and have a disability for which you require an accommodation, please contact the Human Resources Department at (707) 545-0831 extension 1591 or dkatzung@sonomalibrary.org as soon as possible to make arrangements for your accommodation. Requesting accommodations at least 3 working/business days before the scheduled event will help to ensure availability. For further information regarding disability accommodations provided by the Library and related matters, see the Library’s website at [https://sonomalibrary.org/accessibility](https://sonomalibrary.org/accessibility).

EMPLOYMENT INFORMATION: Employment offers will be contingent upon a successful pre-employment verification/criminal records clearance. Having a criminal record will not necessarily disqualify an applicant from employment.

Current Sonoma County Library Employees: Please review the MOU, amended Article 10.5 regarding Part-time Employee Benefits to see how changing your status from full-time to part-time as a result of accepting a part-time position will impact your benefit premium costs for health, dental, and vision plans.

*The list established from this recruitment may be used to fill future positions as they occur during the active status of the list.*

The Sonoma County Library is an Equal Opportunity Employer.
ACCOUNTING COORDINATOR
Represented

DEFINITION

Under general supervision, provides excellent customer service, performs a variety of technical, accounting, and administrative duties to support Library financial functions such as payroll administration or processing accounts receivable and accounts payable; uses accounting software to maintain accurate records of financial transactions; performs financial reconciliations and prepares reports; and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management staff. May provide training, coordination, and work direction to support, clerical, or technical staff.

CLASS CHARACTERISTICS

This is the advanced journey-level accounting/financial support class. This class is distinguished by its responsibility to independently perform and be responsible for one or more fiscal areas such as accounts payable and receivable and/or payroll and benefits administration. Incumbents provide a variety of vendor, service provider, or employee assistance and perform record keeping, reconciliation, and report preparation activities. For this classification, problem-solving frequently requires analysis of unique issues/problems without precedent and/or structure. Performance expectations at this level include the completion of complex tasks associated with ensuring the accuracy and integrity of the Library’s financial and statistical data, in the areas of account maintenance, making journal entries to correct or make adjustments to the general ledger, and maintaining and reconciling a variety of general, summary, and clearing accounts utilizing the application of generally accepted accounting procedures and techniques. Positions allocated to this classification may assist with the review and monitoring of Library budgets to ensure account accuracy and compliance with Library, state, and/or federal guidelines, and preparing reports and statistical data for the Chief Financial Officer, Library Director, and Library Commission. The Accounting Coordinator classification is distinguished from the Accountant in that the latter performs technical and professional accounting work involving the review and analysis of Library budgets, programs, systems, and procedures.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.
All Assigned Areas

- Performs responsible accounting, financial and/or budgetary document processing within specified procedural guidelines.
- Assists customers, departments, and employees by providing answers and information regarding specific account information, discrepancies, and/or general accounting procedures; updates related files; and updates departments on action items; provides information to vendors, staff and others requiring the explanation of policies, rules, and procedures; assists others in completing forms, and understanding various program procedures.
- Prepares a variety of State, Federal, and local claims, statements, and reports from a variety of sources including preliminary data, accounting records, and computer printouts.
- May assume other accounting, administrative, or customer service responsibilities on a relief basis as required.
- Recommends accounting software changes.
- Assists the Chief Financial Officer and/or Human Resources Manager with special projects as required.
- Uses a variety of standard office equipment, including a computer and various financial spreadsheet and word processing software, as well as specialized accounting software.
- Performs other duties as assigned.

Accounts Payable and Accounts Receivable Processing Assignments

- Processes accounts payable; assigns purchase numbers; reviews invoices and receiving reports for accuracy and appropriate authorization; ensures that funds are budgeted and available and prepares documentation required for payment.
- Enters a variety of information into one or multiple automated financial, accounting and statistical reporting systems; prepares and makes journal entries; prepares and maintains a database; produces and distributes a variety of periodic and specialized reports, following established formats; generates and assists in the preparation of monthly, quarterly, and year-end financial, summary, and technical reports; develops special and ad hoc reports as required.
- Reviews a variety of financial, accounting and statistical documents for completeness and accuracy; makes corrections within established guidelines or returns the document to the originator for correction; reconciles transactions and data as directed; records changes and resolves differences.
- Receives and balances receipts; allocates revenue to proper cost centers and trust accounts and posts revenue daily; prepares deposits and journal entries.
- Receives and processes monies from library branches and other sources; balances monies received and prepares receipts and bank deposits; prepares and makes money transfers.

Payroll Administration Assignments

- Reviews timesheets and other payroll records for completeness and accuracy; enters data into the automated payroll system including all payroll data entry changes; reviews change of status forms each pay period and enters the changes into the automated payroll system; resolves problems; serves as back-up for the distribution of pay and benefit checks.
- Receives and reviews automated time reporting entries for employees and ensures all approvals are in place; receives and reviews substitutes' timesheets and check for accuracy against a number of other reporting sources; communicates timesheet discrepancies to employees and supervisors via phone or email; runs time tracking audit reports.
Prepares and reconciles a variety of payroll, tax, retirement, and benefits reports; uses reports from the automated payroll system to prepare back-up documentation for the County wire request to fund the payroll.

Maintains the payroll database by updating employee records and changes; reviews all new hire paperwork for accuracy and enters information into the automated payroll system; interfaces new hires into the time tracking system; terminates employees in the automated payroll system and time tracking system as needed.

Process various California Employees’ Retirement System (CalPERS) reports such as the PERS 457 report and the PERS Payroll report.

Receives documentation of benefit changes (i.e. health coverage) and enters these into the automated payroll system; updates deduction tables at open enrollment; captures eligibility data and processes the sick leave conversion benefit; mails/distributes vendor checks.

Prepares eligibility documentation and processes the floating holiday benefit; processes compensatory time payouts; prepares and enters automated payroll system updates for mass changes such as cost of living adjustments.

Serves in a payroll audit role as required.

Prepares data and reports that may serve as the basis for information relied upon during meet-and-confer sessions.

COMPETENCIES

Knowledge of:

- Terminology and practices of financial and accounting document processing and record keeping, including payroll, accounts payable, accounts receivable, and purchasing.
- Terminology and forms related to library functions and programs.
- Basic principles and practices of fund accounting and public agency budgeting.
- Procedures, principles and practices of payroll and benefits administration.
- Modern office practices, methods, computer equipment, and computer applications related to the work, including word processing and spreadsheet applications.
- Records management principles and practices.
- Business arithmetic and statistical techniques.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Library staff.

Ability to:

- Understand transactions in terms of accounting codes and classifications; determine proper accounting codes and classifications for transactions.
- Reconcile differences within the record-keeping system using mathematical skills and understanding of the record-keeping system and related transactions; recognize and correct computational errors; accurately compare, post, and transfer numbers.
- Perform responsible accounting, financial, payroll, billing, statistical, benefit, and/or budgetary support work; prepare accurate and timely billings and related reports.
- Prepare a variety of standard financial, accounting, payroll and statistical reports, journals and ledgers using library-specific computer and network applications.
- Review and reconcile financial, accounting, payroll, budgetary, and retirement systems and other benefits documents and records.
- Understand and explain standard accounting, financial, and retirement and benefits policies, procedures and transactions.
QUALIFICATIONS

Education and Experience:

Equivalent to an Associate’s degree from an accredited college or university with major coursework in accounting, finance, business or public administration, or a closely related field, and three (3) years of progressively responsible experience in processing financial documents, payroll or benefits administration, maintaining financial or accounting records, and performing general accounting office work.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and library setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups, and over the telephone. This classification primarily works indoors and requires movement between work areas. Finger dexterity is needed to access, enter, and retrieve materials and data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift and carry reports, records, and materials that typically weigh less than twenty-five (25) pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

No unique or unusual working conditions apply to this position.