



**GREATER LOS ANGELES COUNTY
VECTOR CONTROL DISTRICT**

ACCOUNTING ASSISTANT
(Seasonal, Part Time, Intermittent)
FLSA NON-EXEMPT

\$16.00-\$20.00 per hour based on experience

POSITION DESCRIPTION

BASIC FUNCTION

Under the general direction of the Director of Fiscal Operations (DFO), Accounting Assistant (AA) performs a variety of accounting, payroll and clerk responsibilities as assigned and in accordance with District policies, procedures and guidelines. Additionally, the Accounting Assistant utilizes various computer programs in support of the District's specialized accounting and financial systems functions.

RELATIONSHIP

The Accounting Assistant reports to the Director of Fiscal Operations.

ESSENTIAL FUNCTIONS

- Researches and maintains information, financial data and data systems;
- Accurately processes invoices, purchase orders and other related financial documents;
- Researches compliance issues, performs data entry, and prepares spreadsheets and various financial reports and correspondence as necessary;
- Timely and efficiently reconciles monthly vendor statements, accounts receivable, accounts payable, and ledger responsibilities as directed;
- Processes and resolves vendor invoice and payment issues;
- Collects, compiles and processes necessary employee payroll information as assigned;
- Processes information and maintains records of payroll deduction items;
- Maintains records of employee status assignments, rates of pay and payroll benefit and other deductions;
- Assists in compiling relevant financial data for budget preparation and other District functions;
- Performs data entry of required information for processing financial reports and payroll;

- Disseminates payroll checks if directed;
- Performs other clerical tasks related to financial operations, as assigned;
- Performs a variety of general office support duties including, typing, filing, maintaining of files and records;
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

- High School Diploma/GED with an Associate or Bachelor degree preferred;
- Computer proficiency in using Microsoft Office, Excel and Word;
- Three to five years accounting work experience or any combination of education, training and work experience which provides the required skill sets necessary to perform the essential functions of the job;
- Practical experience in using ADP (or similar) payroll system and Peachtree (or similar) accounting software is preferred;
- Valid California driver's license.

PHYSICAL REQUIREMENTS

Light Work – Incumbent in this class performs work which involves sitting, occasional bending, lifting, pushing and/or pulling of objects approximately 20 or fewer pounds.

Mobility – Incumbent must be able to perform the essential functions of the position with or without accommodation.

APPLICATION/SELECTION PROCESS

All applicants are required to submit a complete official GLACVCD employment application, high school diploma/GED or college degree and DMV report. The employment application must include at least three years employment history; and any gaps of employment must be explained. Accepted applicants will undergo a panel interview to ascertain compatible job related education, experience and skill sets. The selected candidate, subsequent to an offer of employment and prior to the start date, will authorize the GLACVCD to perform a background report, reference review and credit check.

CONDITIONAL POST-OFFER PHYSICAL EXAMINATION

PRIOR to starting work, a medical doctor must certify that the selected candidate is physically able to perform the duties of the position and is free of illegal substances as determined by a drug screen. The conditional post-offer physical examination (POPE) and drug screen shall be performed by a medical doctor and/or laboratory as designated by the District and all costs shall be paid by the District. Until the candidate successfully completes and satisfies the requirement of the POPE, all employment offers are conditional and not guaranteed.

HOW TO APPLY:

1. Forward completed application and resume to Shenell Benson, HR Assistant at:

Greater Los Angeles County Vector Control District

12545 Florence Ave
Santa Fe Springs, Ca. 90670

You can also fax the completed application and resume to 562.944.7976

SPECIAL NOTE: resumes WILL NOT be accepted in lieu of the official application. If you submit your resume without the official application, you will not be considered.