



P. O. Box 95
San Andreas, CA 95249
(209) 754-4468 Telephone
(209) 754-2537 Fax

ACCOUNTING CLERK

Job Description

GENERAL STATEMENT OF DUTIES:

The Accounting Clerk position will perform a variety of general clerical functions in support of District Controller.

DISTINGUISHING FEATURES OF THE POSITION:

The position requires basic clerical accounting skills, the ability to operate general office equipment, and a level of proficiency with Microsoft Office programs and computerized accounting software. The ideal candidate will be able to multi-task many projects at a time as the District staffing is lean and there is a great variety of responsibilities attributed to the Finance/Accounting Department.

KEY RESPONSIBILITIES AND TASKS:

Responsibilities will include, but not be limited to:

- Matching invoices, purchase orders and delivery receipts in order to process accounts payable. Making basic determinations of accounts to be charged for goods and services, researching files if necessary. Using Microsoft Excel prepare a basic spreadsheet to distribute costs across departments. Entering invoices in the general ledger system for payment. Having an understanding of the accounting principles that relate to accounts payable.
- Printing accounts payable checks, processing them for signature, preparing them for mailing and filing associated back-up.

Mark Twain Health Care District Mission Statement

“Through community collaboration, we serve as the stewards of a community health system that ensures our residents have the dignity of access to care that provides high quality, professional and compassionate health care”.

This Institution is an Equal Opportunity Provider and Employer

- Invoicing business tenants' rental fees on a monthly basis. Processing adjustments, including Consumer Price Index adjustments, as necessary.
- Preparing bank deposits and deposit receipts and taking deposits to the bank. Properly coding the receipts for input into the general ledger system. Inputting the receipts into the appropriate accounts receivable software. Having an understanding of the accounting principles that relate to accounts receivable.
- Filing all supporting documents related to tasks performed in the Finance/Accounting Department.
- Assisting the Controller with researching, analyzing, and documenting statistical and financial data.
- Additional tasks as assigned.

DESIRABLE QUALIFICATIONS:

Education and Training:

High school diploma or equivalent and the ability to read and write at a level required for successful job performance.

A minimum of two years increasing responsible experience in accounting and financial work.

Any combination of equivalent education, training, and experience.

Knowledge and Experience Requirements:

Familiarity with methods, terminology, and practices used in financial and accounting work. Knowledge of basic office practices and procedures. Oral and written communications skills including Business English vocabulary, spelling, and correct grammatical usage. Effective customer service skills.

Ability to perform accurate mathematical calculations using addition, subtraction, multiplication, and division. Type and prepare a variety of financial and statistical reports. Understand and carry out oral and written directions and establish and maintain cooperative working relationships with others.

Operate a variety of general office equipment including typewriter, personal computer, printer, copier, facsimile machine, telephone, 10-key calculator, etc. Utilize spreadsheet word processing, and other related software packages to generate work. Effectively use and maintain a variety of filing systems and accounting records.

Physical Working Conditions:

Mark Twain Health Care District Mission Statement

“Through community collaboration, we serve as the stewards of a community health system that ensures our residents have the dignity of access to care that provides high quality, professional and compassionate health care”.

This Institution is an Equal Opportunity Provider and Employer

The clerk position may experience the following physical demands in a general office environment, including, but not limited to:

- Prolonged periods of sitting at a desk.
- Prolonged typing on a keyboard.
- Extended viewing of computer monitors.
- Bending, kneeling, and reaching to access accounting records.

This is a part time employment. Work hours would be within a Monday – Friday, 8:30am – 5:00pm time frame.

Certification and Licensing Requirements:

Possession of a valid driver’s license and a driving record that allows you to be insured by our insurance carrier.

Mark Twain Health Care District Mission Statement

“Through community collaboration, we serve as the stewards of a community health system that ensures our residents have the dignity of access to care that provides high quality, professional and compassionate health care”.

This Institution is an Equal Opportunity Provider and Employer