
Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Account Clerk I
POLICY NUMBER: 2922

SALARY RANGE: \$21.70 – \$26.38
FSLA STATUS: Non-exempt / Full-Time

JOB DESCRIPTION

Under general direction of the General Manager, the Account Clerk I, will be responsible for a variety of clerical accounting duties involving the preparation, maintenance, review, auditing, and processing of financial and statistical records, reports, and claims. The ACI will facilitate clerical tasks for the District, including but not limited to basic compilation for review of weekly, monthly and quarterly financial reports, accounts payable and accounts receivable.

The ideal candidate will have the ability to work independently and to successfully complete a variety of clerical accounting duties involving the preparation, maintenance, review, auditing, and processing of financial and statistical records, reports, and claims. They should be able to calculate solutions to math problems involving addition, subtraction, division, multiplication, percentages, decimals, and fractions, post and make arithmetical computations rapidly and accurately, track/reconcile information between accounts and ledgers and accurately proofread details, noting and detecting errors.

DUTIES, RESPONSIBILITIES, FUNCTIONS

- Provides administrative support to ensure efficient operation of the District office
- Order District supplies and research cost effective options and potential suppliers
- Bookkeeping and general accounting tasks
- Creating and maintaining spreadsheets utilizing primarily MS Excel and Compass Software
- Operating data terminals calculators and other standard office equipment
- Performing clerical work and interoffice support including receiving and processing mail
- Invoicing and reconciliation of statements for District operations
- Maintaining and promoting excellent vendor relations
- Assembling, sorting and tabulating codes and filing data
- Verifying accuracy of claims and processing orders and/or deposit slips in preparation for General Manager authorization

- Assist in preparing the department budget reports; assist in budget implementation; participates in forecasting plan of action identifying the need for additional funds as it pertains to staffing, equipment, materials, and supplies and coordinates information sharing as it pertains to District's annual budget
- Research and prepare reports and written correspondence, as needed
- Delivery of items such as, but not limited to documentation and deposits to County of Sacramento Offices, Bank Deposits regularly.
- Performs all other duties as assigned

BASIC QUALIFICATIONS

- High school diploma and/or GED
- Minimum of 1 year of bookkeeping, administrative assistant, office assistance and/or other related experience
- Proficient in MS Office (Primary use: Outlook, Excel and PowerPoint)
- Ability to understand basic principles and procedures of bookkeeping and record-keeping
- Accuracy in accounting and mathematical solutions
- Knowledge of business-level English, both verbal and written
- Ability to foster and maintain business and client relationships
- Physical ability to access filing storage and carry up to 25 pounds
- Strong organizational skills
- Possession of a valid California driver's license or ability to obtain one within twenty (20) days of hiring. Possession of automobile insurance.
- Modern office procedures, methods, and computer technology skills.
- Basic understanding of public agency budgeting procedures and policies and/or the ability to learn them.
- Successful applicants for employment must pass a pre-employment medical examination.
- Entry level comprehension of principles and practices of leisure, parks and recreation services.
- Familiarity with email scheduling tools
- Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. (2) Lifting: frequently up to 10 pounds; occasionally up to 30 pounds. (3) Vision: constant use of overall vision; frequent reading, close-up work, and depth vision; occasional color vision. (4) Dexterity: frequent repetitive motion: frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and/or co-worker contact; occasional working alone. (7) Environmental: frequent exposure to noise; occasional exposure to outdoor environment.

DESIRABLE QUALIFICATIONS AND EXPERIENCE:

- Bilingual in English and (other)
- Basic ability to understand, explain and interpret fiscal related policies and general accounting
- Pertinent federal, state, and local laws, regulations and rules.
- 6-months increasing experience with leisure, parks or recreation service agency.

- An AA Degree in related field and/or pathway development toward a bachelor's degree in leisure or recreation management, senior studies, business administration, or closely related field from an accredited college or university.

BENEFITS

- Vacation: 10-20 vacation days per year depending upon length of service.
- Seven (7) days of sick leave per year.
- Thirteen paid holidays per year.
- The District provides paid full medical, dental and vision for employee only. Non-credit offset.
- Retirement: In addition to social security, the District participates in the CalPERS retirement program.

EQUAL OPPORTUNITY STATEMENT

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 ("ADA"), the Arcade Creek Recreation and Park District will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. Further, the District does not discriminate based on race, color, national origin, ancestry, sexual orientation, political affiliation or beliefs, religious affiliation or beliefs, sex, age, disability status, marital status or pregnancy.

Received By: _____

Date: _____

EMPLOYMENT APPLICATION

ARCADE CREEK RECREATION AND PARK DISTRICT

4855 Hamilton Street, Sacramento, CA 95841

acrpd@arcadecreekrecreation.com

Office (916) 482-8377

Fax (916) 483-1321



PERSONAL INFORMATION

Name (Last, First, MI)		Date	
Address		City	State
Phone Number		Email	
Y <input type="checkbox"/> N <input type="checkbox"/> Are you authorized to work in the U.S.? Y <input type="checkbox"/> N <input type="checkbox"/> Have you ever been employed by ACRPD? Y <input type="checkbox"/> N <input type="checkbox"/> Do you have any relatives currently employed with ACRPD? Y <input type="checkbox"/> N <input type="checkbox"/> Are you at least 18 years of age? Y <input type="checkbox"/> N <input type="checkbox"/> Are you a US Veteran? Y <input type="checkbox"/> N <input type="checkbox"/> Do you speak multiple languages? <i>If so, please share which languages:</i> Y <input type="checkbox"/> N <input type="checkbox"/> Are you currently employed? Y <input type="checkbox"/> N <input type="checkbox"/> <i>If so, may we contact your employer?</i>		Employment Desired: <i>Full Time</i> <input type="checkbox"/> <i>Part Time</i> <input type="checkbox"/> <i>Seasonal</i> <input type="checkbox"/> Position Desired Salary Available Start Date	

EDUCATION

Type	Name Location	Major	Graduated	Avg. Grade
Grammar School				
High School				
College				
Business or Trade				
Subjects of special study or research				

Certifications / Licenses	Exp Date
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EMPLOYMENT HISTORY

Please list your previous three employers.

Agency / Company

Position

Month/Year

Address

Supervisor

Reason

Phone Number

Website

Duties Summary

May we contact this employer? Y N

Agency / Company

Position

Month/Year

Address

Supervisor

Reason

Phone Number

Website

Duties Summary

May we contact this employer? Y N

Agency / Company

Position

Month/Year

Address

Supervisor

Reason

Phone Number

Website

Duties Summary

May we contact this employer? Y N

ACKNOWLEDGMENT FORM

Emergency Contact:

Name _____ **Phone Number** _____ **Relationship** _____

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF FACTS CALLED FOR IS CAUSE FOR DISMISSAL. FURTHER, I UNDERSTAND AND AGREE THAT MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT ANY PREVIOUS NOTICE.

_____ **Date** _____ **Signature** _____

FOR DISTRICT USE ONLY

_____ **Interviewed By** _____ **Position** _____ **Interview Date** _____

Notations

Availability

SUN	MON	TUES	WEDS	THURS	FRI	SAT	AM/PM
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Y N

Hired

_____ **Position**

_____ **Reports**

_____ **Salary**

Approval

Direct Supervisor

Print _____ **Signature** _____ **Date** _____

Department Manager

Print _____ **Signature** _____ **Date** _____

General Manager

Print _____ **Signature** _____ **Date** _____