



COUNTY OF MENDOCINO
invites applications for the position of:

Account Specialist III

SALARY: \$20.82 - \$25.30 Hourly
\$1,665.60 - \$2,024.00 Biweekly
\$43,305.60 - \$52,624.00 Annually

OPENING DATE: 08/30/22

CLOSING DATE: 09/27/22 11:59 PM

THE POSITION:

*Employment in some County departments or positions may require proof of **Covid-19 vaccination** or weekly testing per the applicable [California Public Health Officer's Order](#).*

*The option for **telework** may be available. Eligibility for telework is based on the position, employee, and telework environment; not every position, or every employee will be compatible to telework. Please see [Policy #57 Telework Policy and Program Guidelines](#) for details.*

The list developed from this recruitment will be used for a limited period to fill open and promotional, regular full-time, and part-time positions in a variety of departments, service areas, and locations throughout the County, should they occur.

Immediate Extra-Help Openings - if you are interested in temporary, extra-help work, please check 'Extra-Help' as one of the options under Question #7, Agency-Wide Questions, on the application.

Under general supervision, performs various complex accounting and clerical functions which include: authorizing payments and processing accounts payable through the financial system; developing various reports by researching and gathering information and works on special accounting projects. May serve as lead worker and performs other related duties as assigned.

Bilingual English/Spanish encouraged to apply. *Se buscan personas bilingües en inglés y español. Para recibir una solicitud en español, llame a Recursos Humanos al 234-6600.*

JOB REQUIREMENTS AND MINIMUM QUALIFICATIONS:

Duties may include but are not limited to the following:

- Performs accounting and bookkeeping operations unique to the division or department assigned; processes accounts payable by authorizing payment and entering payment information into the financial and/or case management system; maintains related filing systems and makes journal entries; posts and balances accounts receivable, prepares reports, apports funds, prepares entries and reconciles with general ledger; researches, corrects errors and/or deposits funds.
- Enters billing and/or claims information into computer and verifies accuracy of same, mails

- bills and receipts incoming payments; balances cash drawer.
- Monitors and maintains appropriations by retrieving invoices/statements, entering pertinent information and reconciling with audit information; audits payables, claims, purchase orders and/or invoices, checking for accuracy of data entry and adherence to County policies and procedures; researches and corrects errors.
 - Tracks budget expenditures and/or various program statistics by developing and maintaining multiple budgetary spreadsheets and files.
 - Assists in completing various accounting projects by conducting research, gathering information and statistics and generating reports.
 - Processes payroll/time sheets by tracking and/or verifying hours and entering information into payroll system, and auditing and maintaining records; may also enter employee benefit information into system; sorts and distributes checks.
 - Types letters, memos, charts, labels, reports, purchase orders, requisitions, forms or other correspondence; sorts and distributes incoming, interoffice, and outgoing mail. Files and retrieves documents in an orderly fashion so that materials can be easily located.
 - Disseminates a variety of information to various agencies, divisions, or departments via telephone, employee meetings, mail or fax, including preparing statistical, fiscal, and case record reports required by state, federal, and local agencies.
 - Reconciles monthly collections of tax accounts.
 - Enters and retrieves information from a computer terminal; uses the computer system to retrieve a variety of daily, monthly and yearly reports.
 - Serves as backup for other positions within the department.
 - Performs other related duties as assigned.

In a lead worker assignment:

- Instructs and assists employees in the interpretation and application of laws, regulations, policies, and procedures related to fiscal and statistical record-keeping and reporting for the department's programs, automated systems, or department payroll and administrative reporting; trains others in job skills, assigns and directs work, makes recommendations in performance appraisal and reports problems to the supervisor.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High school diploma or GED equivalent, AND three years of experience that involved bookkeeping and/or technical accounting functions such as processing accounts payable, accounts receivable, preparing a variety of routine financial reports, and tracking and auditing invoices; OR one year experience as an Account Specialist II with Mendocino County; or a combination of education, training and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Policies and procedures, codes, ordinances and departmental operating standards in assigned department.
- Principles and practices of governmental accounts maintenance and operations, including accounts payable, accounts receivable, auditing and payroll procedures and laws.
- Basic principles and practices of accounting.
- Record keeping, report preparation, filing methods and records management techniques.
- Basic budgetary principles and practices.
- Customer service techniques.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.

- General office procedures, policies and practices, as well as knowledge of computer applications and hardware and other general office equipment related to the performance of the essential functions of the job.
- Applicable state, federal and local ordinances, laws, rules and regulations.
- Standard business arithmetic, including percentages and decimals.

Skill in:

- Using tact, discretion, initiative and independent judgment within established guidelines.
- Analyzing and resolving office administrative situations and problems.
- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Organizing, assigning, leading and reviewing the work of staff.
- Operating and performing routine maintenance of general office machines such as computers, copiers, typewriter and/or word processing software, facsimile machines, telephone systems, and other standard office equipment.
- Using a computer to accurately and rapidly enter and retrieve data and information.
- Communicating clearly and effectively, both orally and in writing, with internal staff, clients, and other departments.

Mental and Physical Ability to:

- Read and comprehend instructions, routine correspondence and memos.
- Understand and carry out oral and written instructions.
- Establish and maintain effective working relationships with others.
- Deal with problems involving several concrete variables in standardized situations.
- While performing the essential functions of this job the employee is regularly required to sit, use hands to finger, handle, or feel, and speak and hear.
- Lift and carry, push and/or pull, or move objects weighing up to 25 pounds.

SELECTION PROCEDURE:**Important Application Information:**

- It is your responsibility to demonstrate through your application materials how you meet the minimum qualifications of the position/s for which you apply.
- You must complete all sections of the application. A résumé or other information you feel will help us evaluate your qualifications may be attached to your completed application, but will not be accepted in lieu of completing any part of the application. Blank applications that contain only a résumé or those that reference "see résumé" will be rejected as incomplete.
- Check your application before submitting to ensure it is complete and correct; no new or additional information will be accepted after the closing date.
- Inquiry will be made of your former and current employers; please provide the names and telephone numbers of supervisors on your application.
- You must provide the names and contact information of at least three (3) references (not relatives) that have knowledge of your job skills, experience, ability and/or character.
- Application materials are the property of Mendocino County and will not be returned.
- It is your responsibility to keep your NEOGOV profile updated, including any changes to your telephone number or address. Failure to do so may result in missed notification of exams or interviews.
- The exam process listed on this flyer is tentative. Mendocino County reserves the right to make necessary modifications to the examination plan. Such revisions will be in accordance with approved personnel standards. Should a change be made, applicants will be notified.
- The provisions of this job bulletin do not constitute an expressed or implied contract.

Examination Process: All complete applications will be reviewed with those judged most qualified progressing further in the selection process which will consist of a written examination (weight 100) or an unassembled exam, consisting of an evaluation of education and experience as stated on the application form, will be administered. The examination will test the knowledge and abilities described above. A minimum score of 70 must be attained for placement on the employment list.

Special Testing: If you require special testing arrangements to accommodate a disability or religious conviction you must contact Human Resources at 707.234.6600 prior to the test date to make your requirements known. You must provide enough advance notice to allow Human Resources to properly review and evaluate your request.

Special Requirements: Employment in some County departments or positions may require the successful completion of a pre-employment criminal background, which may include fingerprinting, and/or a medical examination, which may include drug screening.

This announcement is a synopsis of duties and requirements of this job. To review the complete classification specification and benefits, please see the HR website. Applications must be submitted to the Human Resources Department by the final filing date.

The County of Mendocino is an Equal Opportunity Employer



APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.mendocinocounty.org/hr>

501 Low Gap Road, Room 1326
Ukiah, CA 95482
707-234-6600

MendocinoCountyNEOGOV@mendocinocounty.org

Position #22.397
ACCOUNT SPECIALIST III
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