



**COUNTY OF MENDOCINO**  
invites applications for the position of:

## Account Specialist II

**SALARY:** \$18.84 - \$22.90 Hourly  
\$1,507.20 - \$1,832.00 Biweekly  
\$39,187.20 - \$47,632.00 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. Pursuant to current bargaining unit agreements, employees regularly assigned to the coastal region or in Covelo are eligible to receive a 5% assignment premium.**

Under direct or general supervision performs accounting and clerical work of routine to moderate difficulty; which involves assisting customers by phone and in person; answering questions regarding bills, taxes, licenses, and related issues; operating various office equipment and may serve as unit receptionist. 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 financial and/or case management systems; maintains related filing systems and makes journal entries; checks invoices against purchase orders for accuracy and forwards for approval to pay; prints checks, obtains signatures and distributes through mail and/or pick up; enters billing and/or claims information into computer; mails bills and receipts incoming payments; audits payable, claims, purchase orders and/or invoices, checking for accuracy of data entry and adherence to County policies and procedures; researches and corrects errors. Accepts payments for bills and provides change and receipts to customers; posts and balances accounts receivable, sends through processing machinery and/or makes daily or weekly bank deposits; balances cash drawer; reconciles

- general ledger and deposits funds.
- Types letters, memos, charts, labels, reports, purchase orders, requisitions, forms or other correspondence on a word processor or typewriter.
  - Processes payroll/timesheets by tracking and/or verifying hours and entering information into payroll system.
  - Prepares complex, routine and non-routine reports (including annual reports) as requested, including those required by local, state, and federal agencies; utilizing a variety of software; receives, sorts and summarizes material, including budget information, for the preparation of reports; prepares work reports; relays and interprets administrative decision, policies and instructions.
  - Organizes committee meetings; takes minutes; assists with research, preparation and revisions of presentation materials.
  - Issues and reconciles food stamps, maintains mailing list and balances and maintains various related reports.
  - Enters and retrieves information from a computer terminal; uses the computer system to retrieve a variety of daily, monthly and yearly reports.
  - May serve as department receptionist; answers all incoming telephone calls and greets visitors and the general public, provides customer service and support; responds to inquiries and/or directs individuals to the appropriate area or assists them with information, providing applications, or answering questions; opens, stamps, sorts, and distributes incoming, inter office, and outgoing mail; files and retrieves documents from filing system.
  - Makes travel arrangements and accommodations for staff and others.
  - Maintains office machines.
  - Disseminates a variety of information to various agencies, divisions, or departments via telephone, mail or fax.
  - Serves as backup for other positions within the department.
  - Trains other staff.
  - Performs other related duties as assigned.

#### **MINIMUM QUALIFICATIONS REQUIRED:**

##### **Education and Experience:**

Graduation from high school or G.E.D. equivalent AND two years of experience performing book keeping and accounting duties that included processing accounts payable and accounts receivable, preparing routine financial reports, auditing invoices, typing, filing, and answering telephones; OR one year of full-time as an Account Specialist I 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.
- Record keeping, report preparation, filing methods and records management techniques.
- Customer service techniques.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- General office procedures, policies and practices, as well as basic knowledge of computer and other general office equipment.
- Applicable state, federal and local ordinances, laws, rules and regulations.
- Basic principles and practices of accounting.
- Standard business arithmetic, including percentages and decimals.
- Computer applications and hardware related to the performance of the essential functions of the job.

**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.
- Operating and performing routine maintenance of general office machines such as computers, typewriters, copiers, facsimile machines, and telephone systems.
- 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 departmental staff in order to give and receive information in a courteous manner.

**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**



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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](mailto:MendocinoCountyNEOGOV@mendocinocounty.org)

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Position #22.398  
ACCOUNT SPECIALIST II  
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