

Accounting Assistant II

FLSA Status: Non-Exempt

Hours: 40 hours per week

Rate: \$28.15 - \$37.73, depending on experience

About PLS:

The Peninsula Library System (PLS) is a consortium of 35 public and community college libraries located in San Mateo County working together to provide innovative and cost-effective service to their users. Founded in 1971, the system is a Joint Powers of Agreement and is funded primarily by member libraries: Burlingame Public Library, Daly City Public Library, Menlo Park Public Library, Redwood City Public Library, San Bruno Public Library, San Mateo County Libraries, San Mateo Public Library, South San Francisco Public Library, and the San Mateo County Community College District (including the College of San Mateo, Canada College and Skyline College). PLS receives support from the state California Library Services Act, the federal Library Services and Technology Act, and local contracts for special services.

Summary

Under direction of the Controller, provides accounting and fiscal support, including budget tracking, income and expenditure reports, revenue billing and collection, payroll, reviews and reconciles a variety of complex financial transactions for the Peninsula Library System and its multiple contracted agencies.

Distinguished from the Accounting Assistant I by the amount of accounting experience required. An Accounting Assistant II works under general supervision and, within a framework of established procedures, is expected to perform a variety of more complex accounting duties with only occasional assistance.

Essential Duties and Responsibilities:

- Reviews, prepares, classifies, and records financial transactions properly including invoice payments, daily cash receipts from public and other agencies, revenue billing and collection, revenues and expenditures reports, encumbrances, compiles and calculates financial data, and submits claims of programmatic expenditures to various funding agencies.
- Processes accounts receivable; researches receipts for proper issued AR invoices and prepares AR deposits including EFT and credit card payments; regularly verifies and tracks accounts receivable aging of unpaid invoices. Prepares and makes bank deposits.
- Processes accounts payable; reviews vendor invoices and library reimbursements for accuracy and appropriate authorization; research discrepancies; verifies invoices against purchase orders or contract encumbrances; verifies reimbursements for pertinent supporting documentation;

ensures that funds are available and prepares payment voucher with the proper general ledger account.

- Reviews purchase requisitions, verifies necessary purchasing documents, and prepares purchase orders; ensures purchasing is in accordance with Agency purchasing policies and guidelines.
- Monitors grants and systems budget accounts, reconciling and reporting accounts monthly financial transactions.
- Reviews a variety of financial and accounting reports for completeness and accuracy; prepares journals and ledgers within established guidelines.
- Prepares monthly bank reconciliation reports and verification of bank accounts' cash balance.
- Performs accounting tasks in accordance with established guidelines and procedure; ensure compliance with internal accounting controls.

Other Job Duties:

- Assists with monthly credit card reconciliation and postings and work with staff to resolve any discrepancies.
- Assists with managing encumbrances and related expenditures and reports.
- Assists with the assembly of financial records for the annual audits.
- Tracks sales tax payments and compiles information for sales tax filing.
- Tracks and maintains fixed assets inventory records.
- Compiles and prepares financial spreadsheets and accounting reports.
- Provides information to vendors, contractors, and others: explains existing policies, rules and procedures, including proper supporting documentation and record keeping for financial transactions.
- Performs clerical work and administrative tasks including records and files maintenance.
- Develops schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.
- Recommends efficiency changes in accounting processes and procedures; implements changes after approval.
- Performs all other related duties as assigned to meet the needs of the organization.

This job description is not a complete list of potential duties. Employees will be required to follow any other instructions and to perform any other duties requested by their supervisor(s)

Education:

Minimum Qualification: Associate's degree in Accounting

Preferred Qualification: Bachelor's degree in Accounting

Experience:

Minimum Qualification: 3+ years of professional accounting and/or finance experience

Preferred Qualification: Accounting and/or finance experience in a public or non-profit

Knowledge:

Minimum Qualification:

- Principles of accounting processes and internal controls
- Basic public agency financial record keeping principles and terminology.
- Office administrative practices and procedures, including records management.

Preferred Qualification:

- Knowledge of governmental fund accounting processes and systems, and applicable federal, state and local policies and regulations.

Skills and Abilities:

Minimum Qualification:

- Word processing, spreadsheets, statistical databases, and automated accounting systems. Computer applications related to the work.
- Ability to understand and follow verbal and written directions as well as maintain cooperative working relationships with those contacted in the course of the work.
- Excellent organization and time management skills with the ability to meet all assigned deadlines.
- Maintain accurate records and files.
- Customer service techniques, practices, and principles.
- Meticulous with details; executes tasks with high level of accuracy and precision.
- Make accurate arithmetic and financial calculations.

Preferred Qualification:

- Experience with accounting software for public or non-profits.
- Knowledge of MIP Accounting software.

Communication:

- Expresses ideas clearly and effectively, both orally and in writing; responds well to questions; speaks and writes well.

Required Qualifications

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

Work Environment and Physical Demands:

Normally seated, standing or walking at will; normal physical activity including some bending, pushing, pulling, and carrying, which may range up to 20 lbs., upon occasion. Keyboarding and working at a computer monitor for extended periods required. Phone usage, reading, speaking, and listening required. Work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices or work rooms.

Benefits:

Insurance: Cafeteria plan for medical and dental insurance, employer-paid life insurance

Retirement: Defined Contribution pension plan with 7.5% contribution paid by employer

Other Benefits: Minimum of 2 weeks of vacation per year, plus 4 days floating holiday; 11 days of holiday; Deferred Compensation available.

Qualified applicants are encouraged to apply immediately as this recruitment will close at any time. We will review the first round of applications on July 15, 2024.

To apply, please submit a cover letter and resume to Wendy Cao, caow@plsinfo.org.