

Position Summary

Employee Info

Employee Name: [REDACTED]
Employee ID: 240936
County Department: 9311 :: PARKS
Department: 931104 :: REG PARKS & OPEN-SPACE DIST
Job Code & Title: 85072 :: ACCOUNTING TECHNICIAN II-PARKS

Position Summary

Under direction, performs paraprofessional accounting work in the maintenance of an accounting system requiring the use and implementation of technical accounting principles and procedures; and performs related duties as required.

The Accounting Technician series differs from the Accounting Assistant Series by the former having full responsibility for a specialized accounting support operation which requires a thorough understanding of an established accounting system, substantial subject matter knowledge, and the ability to apply basic accounting principles to a variety of transactions.

The Accounting Assistant series provides support services in the maintenance and processing of financial and statistical records.

Experience

Experience: One year of experience as an Accounting Technician I or Supervising Accounting Assistant with the County of Riverside or an equivalent position.

OR

Four years of experience in the maintenance and review of fiscal, financial or statistical records including one year in the reconciliation of accounts (experience in reconciling governmental budget accounts is preferred). One year of the required non-specialized experience may be substituted as listed under Education.

Education

Education Substitute: One year of the required non-specialized experience may be substituted with the completion of 12 semester or 18 quarter units in accounting from an accredited college or university.

Skills

Knowledge of: governmental accounting systems, procedures and regulations; the interrelationships of internal and external recordkeeping systems, accounting systems and procedures containing such items as expenditures, revenues, general ledger and related accounting procedures; legal requirements of County contracts, agreements, minute orders and resolutions.

Ability to: understand the relationships among fiscal or statistical records and documents; understand transactions in terms of accounting codes and classification; perform a wide variety of difficult and responsible financial/accounting duties; maintain and monitor control totals of primary accounting record sources and summarize and assimilate into reports and other accounting documents; understand and interpret the principles, laws and procedures involved in the bookkeeping and auditing functions; gather and analyze a variety of financial data and draw logical conclusions.

In addition to the above:

Knowledge of: accounting and business law terminology; the significance of the accounting cycle, and the interrelationship of data contained in various accounts; the principles and procedures used in the preparation of financial statements and bank reconciliation's; mathematical techniques and concepts involved in collection, organizing, interpreting, summarizing, analyzing and graphically presenting numerical data.

Ability to: Communicate effectively with the public and staff in other departments, requiring the explaining of difficult and/or complex accounting systems or procedures; interpret complex and/or varied source documents, laws, regulations and procedures and apply them to varied or difficult circumstances.

Physical Requirements & Working Conditions

On the job, employee must:

Bend:	--	
Squat:	--	
Crawl:	--	
Climb:	--	
Kneel:	--	
Reach above shoulder level:	--	
Handle object (Manual Dexterity):	--	
Do pushing/pulling:	--	
Use fine finger movement:	--	
Sit:	--	%
Stand:	--	%
Walk:	--	%

On the job, employee lifts/carries:

Light (Up to 25 pounds):	--
Medium (25 to 50 pounds):	--
Heavy (Over 50 pounds):	--

On the job, employee:

Is exposed to excessive noise:	--
Is around moving machinery:	--
Is exposed to marked changes in temperature and/or humidity:	--
Drives automotive equipment:	--
Is exposed to:	--
Is exposed to other harmful elements:	--
Works in confined quarters:	--

Exposure to Bloodborne and Airborne Pathogens:

Bloodborne:	--
Airborne:	--

Licensure

Certifications

Description	Reference #	Expiration Date
CPR-AED-1st Aide	GVKEYU on 1/9/18	01/09/2020

Training

Description	Reference #	Expiration Date
COVID-19 Awareness Training	Completed 1/7/2021	
Employee Harassment Prevention	4/10/20	04/10/2022
Incident Report Training	06/29/2017	
Miscellaneous	N95 Respirator Training	
Policy A58 Information Security	9/7/2022	09/07/2023
Title VI of the Civil Rights Act	8/12/20	08/12/2022
Workplace Harassment, Discrimination, & Bullying Prevention Training Supplement	1/7/2021	01/07/2023

Competencies

Job Duties and Essential Functions

Rating	Description
M	<p>FUNCTIONAL TECHNICAL SKILLS - Skilled in most if not all mission-critical areas of the job, e.g. problem solving skills - Has a broad and varied background based on multiple functional exposures to other departments/divisions - Always looking to learn more to expand skill set and improve proficiency</p> <hr/> <p>Comments: ■■■■■ has the functional and technical knowledge and skills to do her job at a high level of accomplishment. She maintains a good standard of work aligned with a high level of productivity. ■■■■■ has been involved in the troubleshooting of the new POS system for the Parks. She is responsible for the processing of payroll and the daily reconciliation of revenues generated from the point-of-sale (POS) system (TCR's). Her calm demeanor and her attention to detail is appreciated by everyone especially her supervisor.</p>

Job Duties and Essential Functions

Rating	Description
E	<p>ALIGNED WITH ORGANIZATION'S VALUES/ETHICS - His/her values and ethics are generally aligned with organization's - Serves as a living example of the way we want the rest of the District to behave - Adjusts well to changes in leadership, mission, values, strategies, tactics and technical developments - Operates within boundaries; sought out by others for guidance on standards/norms - Helpful to others in making close calls on values/ethical matters</p> <p>Comments: [REDACTED]'s values and ethics aligns with the District. She understands the importance of her responsibilities in Accounts Receivable and Payroll and always produces quality work. She has also participated in numerous District activities and events. She's an active member of the Safety Committee for the District and has been involved in providing training to field staff.</p>
M	<p>STRATEGIC AGILITY/THINKS AHEAD - Has broad knowledge and perspective - Can anticipate future consequences and trends accurately - Likes to run multiple "what if" scenarios - Sought out by others for advice and counsel on strategic issues - Produces distinctive, compelling and winning strategies</p> <p>Comments: [REDACTED] a has proven to be strategic in handling her desk. Her time-management skills are excellent. She establishes workable, prioritized, and highly effective problem-solving plans for each issue that comes to her desk. She is a self-starter and rarely needs supervision. For Payroll process, it is crucial to possess a time-manage skill in order to meet the deadline. [REDACTED] is very organized, and she generally meets deadlines. [REDACTED] shows attention to detail and delivers work of an exceptional standard.</p>
E	<p>PERSONAL LEARNING/ADDING SKILLS AND CAPABILITIES - Holds self accountable and picks up on the need to change personal and interpersonal behavior quickly - Doesn't shirk personal responsibility - Observes others for their reactions in his/her attempt to influence and perform and adjusts accordingly - Is sensitive to changing personal demands and requirements and changes accordingly - Eagerly learns new skills and capabilities to improve for the future - More and better skilled at the end of the year than at the beginning</p> <p>Comments: [REDACTED] is capable of change and can adapt to new environment or leadership. Her willingness to learn and her ability to adapt to new processes and applications is a big factor why she's successful at her position. She is always willing to learn new processes to better the operations of the District such as the new POS System implemented last year. With this recent POS System implementation, [REDACTED] has demonstrated that she owns an ability to enhance any project. She is able to grasp complex technical task, and she has the skill to explain it in an easy way to be understandable for others.</p>

B - Below Expectations M - Meets Expectations E - Exceeds Expectations

Success Competencies

Rating	Description
M	<p>CUSTOMER SERVICE EXCELLENCE/VALUE ADDED</p> <ul style="list-style-type: none"> - Seen as a role model of service excellence - Committed to consistently meeting and/or exceeding customer needs and expectations - Builds and maintains rapport with department managers and other key stakeholders/customers - Can quickly gain or re-gain trust and respect - Customer feedback is almost always positive <hr/> <p>Comments: [REDACTED] is responsible for both the District's payroll processing and the daily reconciliation of revenues from our point-of-sale system (POS); [REDACTED] has been regarded by field staff and management as a trustworthy and dependable employee. Her work ethic and initiative shows how much she is committed to the Department's success. [REDACTED] is really good at following up when someone has a question regarding payroll or the POS system. She makes sure that they are never left in the dark.</p>
<p>B - Below Expectations M - Meets Expectations E - Exceeds Expectations</p>	

Goals and Objectives

Rating	Description
N/A	<p>Future Goal: I would like [REDACTED] to maintain the Cash Overage/Shortage up to date to compliance with AR3 Form and ACO requirements.</p> <hr/> <p>Comments: Effective June 1st 2022, ACO is requiring that any cash overage/shortage needs to be recorded using the ACO form AR3.</p>
N/A	<p>Future Goal: I would like [REDACTED] to learn and master the revenue reports on POS software and be able to be a resource for Finance staff for any troubleshooting or questions that may arise.</p>
N/A	<p>Future Goal: I would like [REDACTED] to work on the Service now overtime sheet uploading work page and the training for employees to implement this amazing tool throughout the District</p>
<p>B - Below Expectations M - Meets Expectations E - Exceeds Expectations</p>	

Overall Rating and Comments

M

Meets Expectations

Manager/Supervisor Comments

██████████ is responsible for the processing of District payroll and the daily reconciliation of revenues generated from the point-of-sale (POS) system. She consistently produces accurate work and always meets her deadlines. In addition, she maintains a good standard of work aligned with a high level of productivity when processing payroll. She has a strong grasp and understanding of payroll rules and regulations including her job responsibilities. When an issue arises, she skilled at analyzing any situation and working out a solution.

██████████ is a valuable asset to the district. She is a consistent performer, a great task scheduler, and has a no-quitter approach to solving problems. She willing to look for more effective methods to speed up processes. Thank you for all that you do and keep up the excellent performance! It is a pleasure to work with!