



MOUNTAINS RECREATION & CONSERVATION AUTHORITY

Los Angeles River Center and Gardens
570 West Avenue Twenty-six, Suite 100
Los Angeles, California 90065

JOB OPPORTUNITY BULLETIN SENIOR ACCOUNT CLERK - FINANCE DIVISION

October 25, 2019

POSITION SUMMARY

Under supervision, handles bank deposits including receiving and recording cash and checks received from internal and external sources, makes electronic check deposits, prepares weekly cash deposits for bank delivery, codes and enters deposits information into the agency's electronic financial system.

The Senior Account Clerk will perform a variety of tasks relative to assigned areas of responsibility, and other clerical functions in support of the Finance Department operations. Duties generally include researching information, data entry, generating financial reports, and maintaining several spreadsheets that help keep track of and analyze financial transactions.

Type

This is a full-time, non-exempt, at-will position.

ESSENTIAL FUNCTIONS

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Receive and record checks coming through the mail or from other agency sites where revenues are generated.
- Ensure that all receipts are properly coded and have sufficient supporting documents.
- Deposit checks into bank accounts using an electronic check scanner.
- Keep track of refundable security deposits and reconcile the related accounts on a regular basis.
- Review the agency online bank accounts on a regular basis to ensure accuracy and avoid discrepancies.
- Code and record incoming wires and, or credit ACH transactions.
- Monitor third-party credit processing online accounts and obtain detailed parking transaction reports for deposit backup purposes.
- Receive, count and record parking and other cash received following the agency's internal rules for cash handling.
- Prepare weekly cash deposits to be picked up by cash delivery service and delivered to the bank.
- Enter deposits information into ERP system and file away deposit batches with the proper reports and backup included.

- Assist with monthly bank statements reconciliation as needed.
- Manage the agency's PayPal account and make regular withdrawals.
- Maintain and update several logs related to the assigned duties such as the A/R log, Leases log, and other logs used to track certain types of revenues.
- Ensure compliance with all cash handling rules and internal controls
- Maintain good habits of responding to incoming inquiries with a focus on providing excellent customer service to staff, other government agencies representatives, or citizens who seek assistance.
- Maintain positive relationships with coworkers, representatives of other government agencies, non-profit organizations, homeowner's associations, and the public at large.
- Perform related duties as required.

JOB SPECIFICATIONS

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to remain in a stationary position, occasionally travel between multiple buildings as well as remote office locations. The employee is frequently required to understand and communicate with others and utilize close vision abilities, review handwritten, electronic and facsimile documents, operate a computer and other office productivity machinery and spend extended hours in front of a computer screen. The employee must occasionally transport, move and position up to 30 pounds.

Required Hours and Location

Monday through Friday, 8 hours per day, 40 hours per week with some scheduling flexibility. Occasional overtime work in evenings or weekends upon prior approval by supervisor. The position will work out of the Los Angeles River Center and Gardens but may occasionally be required to travel to various other locations. Offices at the River Center are spread among multiple buildings and floors.

DESIRED MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Education and Experience:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities for this position would be:

Education: Associate degree with emphasis in accounting, business administration, finance or a related field.

Experience: Two (2) years performing Clerical Accounting duties preferably in a governmental, non-profit or grant-driven agency.

Knowledge of:

- Windows-based spreadsheets and word processing programs such as MS Excel and MS Word. Strong MS Excel skills are highly desired.
- General accounting principles and practices.
- Office practices and procedures.

Ability to:

- Understand the organization and operation of the MRCA and of outside agencies as necessary to assume assigned responsibilities.
- Communicate clearly and concisely, both orally and in writing.
- Operate office equipment including computers and money counting machines.
- Work independently in the absence of supervision.
- Establish and maintain effective working relationships with those contacted in the course of work including the general public.
- Prioritize varying tasks and handle multiple projects at once.
- Revise work approach to address changed conditions.
- Complete projects and follow oral and written directions.
- Consistently follow internal control rules and procedures.
- Innovate and improve processes.

Competencies:

- Excellent oral and written English language skills. Not required to be a native English speaker but fluency in English is required.
- Effective Communicator
- Team player.
- Accountable
- Planner and Organizer

- Technically Knowledgeable
- The drive to provide exemplary customer service.
- Ability to communicate in multiple languages desired.

Other Requirements

Candidates must have a valid California driver's license in good standing with a satisfactory driving record. Employees must be willing to participate in agency emergency response.

All appointment offers are contingent upon the following:

- Background check including submission of fingerprints to Department of Justice, and a record clean of violent crimes or felonies.
- Successful completion of a physical examination including a drug test.
- Verification of the right to work in the United States.

COMPENSATION

Wages

The range of hourly rates for this position is \$19.07 to \$23.18.

Existing MRCA employees may be compensated at a higher rate if they can demonstrate, to the satisfaction of the Chief Deputy Executive Officer, that appropriate additional duties will be performed in addition to the position's essential duties. This provision does not apply to applicants who are not currently employed by MRCA and may be exercised only at MRCA's discretion and as budget allows.

Benefits

Mountains Recreation and Conservation Authority offers a comprehensive benefits package to meet the needs of its employees and their families. Eligibility for benefits varies depending on the category of employment and how long the employee has worked. Our employees have access to several benefits, including:

- Medical
- Dental
- Vision
- Paid Leave: Vacation, Holidays, Sick Leave
- Retirement
- Health/Dental Flexible Spending Account
- Dependent Care Flexible Spending Account
- Life Insurance

- Employee Assistance Program

MRCA offers both Health Maintenance Organization (HMO) and Preferred Provider Organization (PPO) plans for Medical and Dental. A Vision Plan and Life Insurance is included with all options. Eligible employees may enroll in a 457(b) Deferred Compensation Plan and Flexible Spending Accounts for dependent care and health/dental care.

HOW TO APPLY

Submit resume and letter of interest via email to employment@mrca.ca.gov or via fax to 323-843-9838, ATTN: Zagreb De La Torre with “[Senior Account Clerk]” included as a subject. No phone calls, please. The acceptance of your application will depend on whether you have clearly shown that you meet the minimum requirements. Please contact us if you need an accommodation in the recruitment process or an alternate format of this announcement.

The position is open to the public for all qualified applicants. Depending on the applicant pool, not all applicants meeting the minimum qualifications will be selected to continue in the recruitment process. This position will remain open until filled. The eligibility list from this recruitment may be used to fill this vacancy and other vacancies in the future.

All notifications will be sent to the phone number or e-mail address provided on your application or resume. Candidates are responsible for providing a valid phone number and/or e-mail address.

All information is subject to verification at any point during the recruitment process, including after an appointment has been made. Falsification of any information may result in disqualification or withdrawal of appointment.

ABOUT MRCA

The Mountains Recreation and Conservation Authority (MRCA) was created in 1985 with a mission to protect and preserve park and open space lands surrounding Los Angeles and is a joint powers authority between the Santa Monica Mountains Conservancy, the Conejo Recreation and Park District and the Rancho Simi Recreation and Park District. These public agencies work together to preserve open spaces, natural wilderness and wildlife habitat of the Los Angeles and Ventura County metropolitan regions and to make these lands accessible to all residents of Southern California.

The MRCA is an equal opportunity employer and does not discriminate on the basis of race, color, ancestry, national origin, citizenship, religion, age, medical condition, including genetic characteristics, mental or physical disability, veteran status, marital status, sex, pregnancy, sexual orientation, gender, weight, height, linguistic characteristics (such as accent and limited English proficiency, where not substantially

job-related), citizenship status, or any other basis prohibited by law. The MRCA strongly encourages diverse candidates to apply for open positions.

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www.instagram.com/mrcaparks

This job announcement is not intended to, and does not, create an employment contract of any kind and does not create any express or implied contractual obligations. Employment at MRCA is at-will without exception. The employee and MRCA may terminate employment at any time with or without advance notice and with or without cause.

Any provision contained in this job announcement may be modified or revoked at any time without notice.