



***The Western Riverside Council of Governments (WRCOG) seeks interested and qualified persons for an exciting position!***

**POSITION: ACCOUNTING / OFFICE TECHNICIAN**

**JOB SUMMARY:**

Under the direction of the RCHCA Management, the Accounting / Office Technician will primarily work with the Riverside County Habitat Conservation Agency (RCHCA). The RCHCA is responsible for planning, acquiring and managing habitat for the Stephens' Kangaroo Rat (SKR) and other endangered threatened and candidate species in Western Riverside County. The RCHCA oversees the implementation and management of the SKR Habitat Conservation Plan. RCHCA activities are administered by the Western Riverside Council of Governments. For more information regarding the RCHCA, please visit [www.wrcog.us](http://www.wrcog.us).

**EXAMPLES OF DUTIES / FUNCTIONS:**

Activities required of the Accounting / Office Technician will include, but are not limited to, the following:

- Performs paraprofessional accounting work; prepares bills, invoices and bank deposits; process accounts and incoming payments in compliance with policies and procedures; reconcile accounts receivable ledger to ensure all payments are properly posted; facilitate payment of invoices due by sending bill reminders.
- Prepares claims and expenditure reports; prepares analytical reports on revenues and expenditures with review of specialized / technical accounting records and processes a variety of invoices and billings.
- Prepares billing and analysis of reports on the status of services, contracts, grants, fee receipts, entitlement and reimbursement programs, accounts receivable, and accounts payable.
- Assists staff in the solving of difficult and unusual problems relating to payroll, accounts receivable, revenue and accounts payable.
- Answers questions that involve searching for and abstracting technical data to provide an explanation of laws, policies and procedures.
- Works with member agencies to ensure the collection, recording, and tracking of all applicable development mitigation fees.
- Verifies the accuracy of invoices and other accounting documents or records.
- Updates and maintains accounting journals, ledgers and other records detailing financial business transactions (e.g., disbursements, expense vouchers, receipts, accounts payable). Enters data into computer system using defined computer programs.
- Participates in the preparation of payroll, accounts payable and accounts receivable as well as control and account verification of a centralized accounting system.
- May audit invoices against Purchase Orders; research discrepancies; approve for payment and post to the proper account, keeping a running balance of encumbrances to the funds in each of the accounts.
- Assists in annual financial, grant, state and federal audits.
- Reconciles general ledger accounts with various registers – accounts payable, accounts receivable, etc.
- Performs various routine clerical duties such as typing and filing.

- Provides information to the public about the RCHCA, related programs, projects, applicable ordinances, policies and procedures related to open space and wildlife habitat reserves.
- Prepares summaries and presentations for elected officials, public groups and the general public.
- Prepares general correspondence as needed.

The Accounting / Office Technician serves as an “at will” employee.

*The preceding functions have been provided as examples of the types of work performed by employees assigned to this job classification. WRCOG Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

**DESIRED QUALIFICATIONS / EXPERIENCE:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would include:*

- High school diploma / GED required.
- 2+ years' experience in accounting required.
- Ability to type minimum 40 WPM.
- Professional verbal and written communication skills.
- Computer literate with the ability to learn accounting software applications.
- Proficiency in Microsoft Office programs, particularly Word, Excel, and Power Point.
- Experience with data analysis, tracking.
- Ability to establish and maintain positive and effective working relationships with staff from numerous agencies and jurisdictions, community members, and other stakeholders.
- Ability to address and prioritize multiple tasks simultaneously and work amid interruptions.
- Detail-oriented and resourceful, possessing aptitude to assist with special projects, as needed.
- Exceptional organizational and reporting skills, recognizing the importance of communication and completion of tasks on deadline.

**Knowledge of:**

- Principles and practices of financial record keeping.
- Municipal accounting system requirements and procedures.
- Modern office practices, methods, and computer equipment and applications.
- English usage, grammar, spelling, vocabulary, and punctuation.

**Ability to:**

- Work cooperatively with, provide staff support to, and implement the policies of Management.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written and visual materials.
- Effectively represent the RCHCA / WRCOG in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and the public.
- Provide a high level of customer service by effectively dealing with the public, contractors, and WRCOG staff.
- Keep financial and statistical records.
- Perform varied clerical work.
- Understand and carry out oral and written instructions.

**PHYSICAL DEMANDS:**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer / laptop; to operate a motor vehicle and to visit various meeting sites in Western Riverside and throughout California for the conduct of WRCOG business. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**COMPENSATION:**

Salary: \$2,591 to \$4,886 monthly (\$14.95 to \$28.19 per hour), depending on qualifications.

Hours: 40 hours per week.

Benefits: Benefits include medical, dental, vision, PERS 2% @ 62 (6.75% Employee Paid Member Contribution), 10 days of vacation annually, 13 days of sick leave annually, 12 holidays annually, and a deferred compensation plan (Employee Paid Member Contribution).

**APPLICATION:**

<http://www.wrcog.us/219/Employment-Opportunities>

A completed application, along with a detailed resume, must be submitted / postmarked by the filing deadline to:

Western Riverside Council of Governments  
3390 University Avenue, Suite 450  
Riverside, CA 92501  
ATTN: Princess Hester

Applications can be emailed to Princess Hester at [phester@wrcog.us](mailto:phester@wrcog.us).

**FILING DEADLINE:**

Application materials must be submitted / postmarked by **5:00 p.m. July 20, 2018**. Electronic submittals are acceptable as long as they are provided by the stated deadline (WRCOG staff may subsequently request original documents).

**ABOUT WRCOG:**

Established in 1990, WRCOG serves one of the fastest growing areas in the State of California and the United States. Today, its 18 member cities and the unincorporated County of Riverside are home to 1.7 million people, and some 800,000 will join us by the year 2035. In addition to the 18 member jurisdictions, the Eastern Municipal Water District, Western Municipal Water District, and the Morongo Band of Mission Indians are members of the Agency. The Riverside County Superintendent of Schools is an ex-officio member.

Recognizing that many issues related to growth are not constrained by city or county boundaries, WRCOG focuses on a number of regional matters important to improving the quality of life in Western Riverside County. By working together through its Committee structure and utilizing existing resources, WRCOG is cost-effective by reducing duplication of effort and sharing information, enabling strong advocacy and strengthening Western Riverside County's standing in southern California and the state.

WRCOG's program areas are varied and diverse, and include transportation, air quality, solid waste, water, environment, energy, economy, education, growth, and sustainability. WRCOG provides administration for the Riverside County Habitat Conservation Agency (RCHCA).

For more information on WRCOG please visit the Agency website at [www.wrcog.us](http://www.wrcog.us). WRCOG is an equal opportunity employer.