Placer Mosquito and Vector Control District

CLASSIFICATION SPECIFICATION
FINANCE AND ACCOUNTING SPECIALIST

## DEFINITION

Under general supervision of the Office Manager, performs experienced technical accounting and financial administrative work in support of District fiscal operations. Independently completes assigned transaction processing, reconciliation, recordkeeping, and reporting work, and supports budget development and capital asset financial administration.

Applies established District requirements and applicable procedures of the Placer County Auditor-Controller, CalPERS, the Vector Control Joint Powers Agency (VCJPA), and other authorized providers. Prepares budget worksheets, routine expenditure and variance analyses, and supporting financial information for management review.

The Finance and Accounting Specialist exercises technical judgment within established procedures, resolves routine discrepancies, and carries assigned work through its processing, documentation, reconciliation, and handoff stages. The position refers unusual, material, sensitive, disputed, or unresolved matters for appropriate review. It does not authorize expenditures, compensation, benefit eligibility, or personnel actions; establish accounting policy or significant accounting treatment; or exercise management authority.

## SUPERVISION RECEIVED AND EXERCISED

- Receives general supervision from the Office Manager.
- May receive management direction from the Deputy General Manager or General Manager on assigned matters, coordinated with the Office Manager consistent with District organizational authority.
- No supervision is exercised.

## EXAMPLES OF ESSENTIAL DUTIES

- Processes and coordinates assigned accounts payable, payroll, time and leave, benefits, reimbursements, and purchasing documentation after required approvals. Verifies supporting records, enters authorized transactions, documents corrections, reconciles results, and follows through on exceptions within assigned authority.
- Verifies and reconciles assigned transactions, accounts, records, and supporting documentation; researches routine differences in coding, amounts, or documentation; documents findings; and refers matters requiring approval or professional accounting judgment.
- Coordinates assigned financial, payroll, benefits, retirement, and risk- or claims-related transactions with Placer County, CalPERS, VCJPA, vendors, benefit providers, auditors, and other authorized parties. Exchanges documentation, tracks status and handoffs, and resolves or refers routine processing issues, subject to established leads and approvals.
- Prepares assigned financial reports and analyses, including expenditure trends, budget-to-actual comparisons, variance explanations, and supporting schedules. Identifies apparent drivers and limitations, presents findings and open questions to management, and prepares information for the Board of Trustees or other authorized recipients subject to review and approval.

- Supports annual budget development and monitoring by compiling actuals and department input, maintaining assigned worksheets, checking calculations and coding, and preparing routine projections using management-approved assumptions. Flags material or unexplained variances for management review.
- Maintains assigned accounting, payroll, benefits, and related financial records and documentation in accordance with applicable confidentiality, records-retention, external-processing, and internal-control requirements.
- Coordinates the financial administration of capital assets with Placer County and District staff. Maintains assigned asset and supporting records; reconciles additions, disposals, and other changes to District and County records; prepares documentation for County processing; and follows up on differences, subject to required authorization and accounting review.
- Performs assigned verification, reconciliation, documentation, transaction review, and budget verification under established internal controls. Follows required separation of duties, obtains independent review where required, and routes transactions and exceptions for approval, correction, or professional review.
- Maintains schedules and tracks assigned recurring and event-triggered financial processes through completion of the Specialist's assigned work, including timely documentation, handoffs, follow-up, and escalation of outstanding items.
- Supports audit and year-end readiness by preparing assigned schedules, reconciling supporting records, and providing documentation and explanations to management and authorized reviewers.
- Provides technical assistance to District employees regarding established financial processes, documentation requirements, transaction status, payroll, benefits, and related matters within assigned responsibilities.
- Performs other related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles and practices of technical accounting, bookkeeping, financial recordkeeping, reconciliation, payroll, accounts payable, and related financial administration.
- Public-agency financial processes applicable to assigned work, including budget development and monitoring, payroll, benefits, purchasing, and capital-asset recordkeeping and County coordination.
- Internal financial controls, including verification, reconciliation, documentation, authorization, and separation of duties.
- Applicable District and external administrative procedures, systems, documentation requirements, and transactional workflows.
- Records management, confidentiality, audit support, and information-handling requirements applicable to assigned financial and administrative records.
- Business mathematics, budget and financial-data compilation, spreadsheet-based reconciliation, routine trend and variance analysis, projections using approved assumptions, and established reporting.
- Financial, payroll, spreadsheet, database, records-management, and other administrative information systems.
- Business correspondence and standard report preparation.

Ability to:

- Perform experienced technical finance and accounting work accurately and independently within established procedures and assigned authority.
- Interpret and apply established District and external transactional requirements.
- Process, verify, reconcile, document, and maintain financial and related transactions and records.
- Prepare budget worksheets, financial analyses, reports, and schedules; explain routine trends, variances, and reconciliations to management without making policy or expenditure decisions.
- Perform assigned control activities within established separation of duties; document results, obtain required independent review, and identify and refer control exceptions.

- Coordinate assigned financial workflows through completion, including documentation, appropriate handoff, communication, follow-up, and escalation.
- Organize recurring and time-sensitive work and meet processing and reporting deadlines.
- Maintain confidentiality and appropriately handle sensitive or restricted information.
- Effectively use financial and administrative information systems.
- Communicate effectively and maintain professional working relationships with District staff and external partners.

## MINIMUM QUALIFICATIONS

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 be:

- Equivalent to graduation from high school or possession of a GED. One year of college-level coursework in accounting, financial recordkeeping, business administration, or a related field is desirable.
- Three (3) years of full-time, increasingly responsible accounting, bookkeeping, payroll, accounts payable, financial recordkeeping, or closely related financial administrative work, including experience reconciling records and preparing routine financial reports or budget analyses.
- Experience with public-agency financial administration, governmental financial systems, payroll or benefits administration, or comparable external administrative systems is desirable.

## PHYSICAL REQUIREMENTS

- Environmental Conditions: Work is normally performed in a typical office environment.
- Mobility: Frequent sitting for long periods at a computer workstation; occasional bending, twisting, or squatting. Frequently utilizes computers, telephones, and other office equipment.
- Lifting: Frequently up to 10 pounds; occasionally up to 30 pounds.
- Vision: Constant use of overall vision; frequent reading of handwritten and printed materials on paper or electronic media.
- Dexterity: Frequent repetitive motion; frequent writing, grasping, holding, twisting, and reaching.
- Hearing/Talking: Frequent hearing and talking in person and on the phone.
- Emotional/Psychological: Frequent decision-making and concentration; frequent public and coworker contact; occasional working alone.

## OTHER

- Employee Representation: Confidential
- Probation: 6 months, subject to extension.
- FLSA Status: Non-exempt.
- Board approval: October 19th, 2026