



# Kensington Police Protection and Community Services District

## Half Time Accounting Clerk Job Announcement



### ABOUT THE DISTRICT

Kensington is a small, beautiful community of about 5,000 residents in the unincorporated area of Contra Costa County located just north of Berkeley and east of El Cerrito in the Berkeley hills. The town enjoys picturesque views of the surrounding San Francisco Bay. Kensington has a total area of approximately one square mile and is largely residential with two small shopping districts. The small town has local jurisdiction over its police department, park services, refuse collection, and fire department. These are governed by two elected boards. The five-member Kensington Police Protection and Community Services District (KPPCSD) Board oversees the police department, park services, and refuse collection. When fully staffed, the police department has had a total of up to nine sworn individuals.

### ABOUT THE OPPORTUNITY

This Accounting Clerk role with KPPCSD offers a half-time schedule of 20 hours per week. Under the supervision of the Finance Director, is responsible to perform a wide variety of fiscal support activities requiring previous fiscal experience. Incumbents might perform activities utilizing QuickBooks and Excel to process payroll, accounts payable and billings; collect money and prepare deposits; provide customer service; create databases; and, conduct research.

KPPCSD is an equal opportunity employer encouraging workforce diversity.

## ABOUT THE RESPONSIBILITIES

Some of the Accounting Clerk's primary responsibilities will include but not be limited to the following:

Utilizing QuickBooks and Excel enter a variety of fiscal-related information into databases; maintain fiscal records and files; process payroll; process accounts payable and process billings.

Other responsibilities may include:

Verify and process financial documents.

Perform general clerical duties, which may include preparing mailings; opening, sorting, and distributing mail; maintaining office supplies; filing; and performing other fiscally related activities.

Collect money and prepare deposits.

Provide customer service

Create databases

Conduct research.

Analyze and reconcile financial account activities.

Utilizing QuickBooks and Excel; compile and maintain financial and statistical data records; prepare and distribute related reports.

Assists in preparing financial documents.

Respond to requests for information.

Performs other duties of similar nature or level as required.

## EDUCATION & EXPERIENCE REQUIREMENTS

- Graduation from High School, or equivalent GED certificate; one year of clerical experience working for a private or public employer.
- Two (2) years of fiscal support, bookkeeping, accounting support or experience related to the area of assignment.
  - One year of bookkeeping training in an approved vocational training program or completion of 30 semester or 45 quarter units with coursework in accounting/bookkeeping at an accredited college or university may substitute for one year of experience or, an equivalent combination of education and experience sufficient to obtain the knowledge and skill to successfully perform the essential duties of the job.

## ADDITIONAL REQUIREMENTS

The successful candidate MUST be able to pass a law enforcement background check.

Knowledge of: Cash handling techniques; processes and procedures in general accounting, payroll, collections, bookkeeping principles; standard office equipment and procedures; data entry techniques; customer service principles; filing techniques.

Skill in: Using computers and related software applications including proficiency in QuickBooks and Excel; performing mathematical calculations; balancing financial accounts; preparing reports; filing and maintaining records; keyboarding; using standard office equipment; providing customer service; operating a 10 key; and, communicating both orally and in writing sufficient to exchange or convey information and to receive work direction.

## THE IDEAL CANDIDATE

- An independent worker, with a self-starter type of mentality is highly desired.
- Read and write English at a level necessary to understand District documents and procedures/ policies/ guidelines and to prepare correspondence according to District protocols and procedures
- On board and organize things quickly with minimal supervision.
- Deal tactfully with customers and District staff

## COMPENSATION

The pay rate for this position is \$30 per hour.

## IMPORTANT APPLICATION INFORMATION

To apply for this opportunity, please send a letter of interest and resume to:  
[humanresources@kppcsd.org](mailto:humanresources@kppcsd.org).

**First review of applications,**

**May 31, 2022**

**OPEN UNTIL FILLED**

***The information contained herein does not constitute either an expressed or implied contract, and these provisions are subject to change.***