



## **Extra-Help: Accounting and Office Support Specialist**

**Job Type:** Limited Term

**Hours and FTE:** This is an hourly position anticipated at an average of 15/hours per week (.375FTE). Weekly hours will vary based on workload and agency need.

**SALARY RANGE**

\$19.71 - \$23.96 Hourly

**OPENING DATE:**

**CLOSING DATE:**

Continuous

**DESCRIPTION:**

First 5 Yolo is recruiting to fill one extra-help, part-time Accounting and Office Support Specialist position. This is a non-benefitted position.

The selected candidate for this position will provide fiscal/bookkeeping and administrative support to First 5 Yolo staff. First 5 Yolo is an agency of the County of Yolo whose mission is to assist the community to raise children who are healthy, safe, and ready to learn. The First 5 Yolo office is located in Davis, CA. Pursuant to the Governor's stay-at-home order, this position will be remote with occasional office work-days, as necessary, until orders are lifted. This is a single position, at-will appointment that serves at the pleasure of the Executive Director.

**Definition:** Under general supervision, the incumbent performs para-professional accounting work involving preparation and entry of claims, journal entries, and deposits; performs administrative support functions including preparing and/or editing documents, presentations, spreadsheets, and infographics; and other duties as assigned.

**Distinguishing Characteristics**

This position provides primary support to the Business Services Officer who is responsible for fiscal and operational administration for the agency and other special projects. The incumbent must have strong attention to detail, a proven track record for learning and adapting quickly, sound judgement, and strong administrative skills including MS Office Suite (Word, Excel, PowerPoint, Publisher, etc).

**ESSENTIAL FUNCTIONS:**

Typical duties include but are not limited to the following tasks:

- Prepares claims, journal entries, and deposits for review utilizing knowledge of agency programs, contracting requirements, accounting system, and policies and procedures.
- Maintains accounting and administrative files including filing invoices, contracts, timesheets, and other materials
- Supports with annual independent financial audit preparation including compiling documents
- May support agency-wide and program specific budget monitoring
- Edits documents for cohesion, typos, and accuracy
- Prepares documents, forms, and infographics
- Conducts research as needed across a variety of subject areas
- Operates a variety of office equipment
- Support preparation for Board meetings through printing and collating board packets for Board members
- Provides regular updates to staff on status of assigned tasks
- May prepare or assist in the preparation of fiscal reports
- Retrieves routine fiscal reports from the accounting system
- Other duties as assigned

#### **EMPLOYMENT STANDARDS:**

**License:** Possession of valid California Driver's License

#### **QUALIFICATIONS**

**Education:** High School Diploma or GED, required; some college preferred.

**Experience:** 3 years of previous experience performing fiscal or administrative duties; bilingual in Spanish a plus

**Substitution:** Education beyond High School may be substituted on a month-for-month basis for work experience.

**License:** Possession of valid California Driver's License

#### **KNOWLEDGE & ABILITY:**

##### **Knowledge of:**

- Modern office methods and practices including filing systems, computer use, MS office suite, Adobe, social media platforms, and databases related to duties
- basic methods, practices, and terminology used in accounting and statistical clerical work
- mathematics including addition, subtraction, multiplication, division, percentages, and fractions

- Methods of compiling, computing, and presenting basic statistical information
- Methods of researching, locating, and verifying information

**Ability to:**

- Prioritize variable and diverse workloads as outlined by supervisor
- Learn and perform clerical accounting work quickly and accurately
- Create documents, fillable forms, presentations, and infographics utilizing Office Suite and Adobe
- Exercise initiative, ingenuity, and sound judgement when making decisions
- Accomplish tasks and meet deadlines independently
- Interact with community partners and members of the public in a professional manner
- Read, comprehend, and relay complex written documents (e.g., contracts, MOUs, reports, etc.)
- Maintain confidentiality of sensitive information (e.g., client information, payroll, etc.)
- Operate modern office equipment; learn basic computer data input and processing
- Exercise sound judgement and initiate request for support as needs arise
- Understand and follow oral and written instructions
- Read and write in English utilizing correct spelling, grammar, and punctuation
- Type a minimum of 50 WPM

**Application & Selection Process**

This recruitment is open until filled, and application materials will be reviewed on a continuous basis. In order to be considered, interested applicants should submit a cover letter, resume, and a list of three references via email to Victoria Zimmerle, Business Services Officer, at [vzimmerle@first5yolo.org](mailto:vzimmerle@first5yolo.org).

Submitted documents should highlight all relevant education, training, and experience and clearly indicate how you meet the minimum qualifications for this position.