



May 29, 2018

Dear Applicant,

The Ventura Port District is advertising to fill the position of an Accounting Technician. The Accounting Technician is a member of the District's Administration Team.

If you are interested in this position, please return the attached job application by 5:00PM on Tuesday, June 12, 2018. You may submit a résumé and a few supporting documents, such as certificates, letters of recommendations, etc.

Applications may be emailed to jrauch@venturaharbor.com or mailed to or dropped off at:

Ventura Port District
1603 Anchors Way Drive
Ventura, CA 93001

Office hours:

Monday – Friday 8:00AM to 5:00PM
Closed for lunch from 12:00PM to 1:00PM

All applications and materials will be reviewed to determine if a candidate meets the minimum requirements for the position. As such, it is imperative that the application be completed in its entirety and that the candidate signs the application. Statements such as "see resume" will result in disqualification.

The job application, resumes and all other written materials of those candidates that meet the minimum requirements will be reviewed. The most highly qualified candidates will be invited to an initial interview to evaluate and compare participating candidates' knowledge, skills and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job. If you are selected for an interview, we will contact you with the date and time.

The Ventura Port District strives to maintain a drug-free workplace. A pre-employment drug screening is required for this position. Candidates will also be subject to a background investigation prior to a tentative offer of employment.

I have included a job classification and employment application for your review. The salary range is anticipated to be **\$3,443 - \$5,269** per month. Placement within the salary range will be dependent on factors such as qualifications, experience, and education.

Sincerely,

A handwritten signature in dark ink, appearing to read "Oscar Peña", is written over a horizontal line.

Oscar Peña
General Manager
Ventura Port District

Ventura Port District

1603 Anchors Way Drive, Ventura, CA 93001-4229
805/642-8538 • FAX 805/658-2249
www.venturaharbor.com



JOB TITLE: ACCOUNTING TECHNICIAN

FLSA: Hourly—Non-Exempt

JOB SCOPE:

Under general supervision, performs a variety of specialized journey level accounting, and bookkeeping duties, including accepting and processing payments over the counter and through the mail; prepares bank deposits; processes accounts payable and accounts receivable and troubleshooting; timesheet and payroll processing and troubleshooting; generates and maintains accounting reports; and responds to customer complaints and inquiries; performs related duties as required.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Accounting Manager. Incumbents do not routinely exercise supervision.

ESSENTIAL FUNCTIONS: (include but are not limited to the following)

Accounting, Bookkeeping and Reporting

- Sorts, audits, matches and distributes invoices from vendors and service providers ensuring approval for payment; prepares payments for mailing; reconciles monthly statements from vendors; confers with vendors regarding purchase orders, invoices and payments.
- Processes all accounts receivable, including posting charges, payments, adjustments, billing, and reconciling of accounts; sets up new tenants and maintain tenant information.
- Utilizes computer spreadsheet applications in the performance of assigned duties.
- Runs trial registers; match claims and make corrections as needed.
- Processes various fees and payments; collects, counts, audits, and prepares daily deposit of revenue.
- Assists customers, departments, and employees by providing fiscal information and answering questions.
- Maintains a variety of ledgers, registers and journals; audits account claims.
- Develops, generates and maintains various accounting reports and records.

Payroll Processing

- Processes payroll time sheets; audits and reconciles payroll time sheets; processes payroll checks, deductions and taxes; maintains and monitors holiday, vacation, sick and special compensation ledgers; gathers and compiles information; which will effect employee payroll checks, including changes in salary, promotions, address changes and tax dependent changes.
- Audits and maintains a petty cash fund.

ADDITIONAL JOB DUTIES:

- Performs a variety of general clerical duties, including answering the telephone, typing, maintaining files and records, copying, and processing the mail.

- Receives and responds to complaints and questions from the general public relating to assigned area of responsibility, reviews problems and recommends corrective actions; prepare summary reports as required.
- Conducts special studies; prepares reports and analyses on studies and projects.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

KNOWLEDGE OF:

- Journey level clerical and accounting principles and procedures.
- Principles and procedures related to accounts payable and receivable.
- Modern office procedures, methods and computers, including spreadsheet applications.
- Basic principles and procedures of record keeping.
- Basic arithmetic.

ABILITY TO:

- Perform a variety of accounting and record keeping duties.
- Accurately tabulate, record and balance assigned transactions.
- Operate a personal computer, numeric keypad and/or 10 key, and other office equipment.
- Maintain a variety of records and files.
- Type at a speed necessary for successful job performance.
- Perform a variety of clerical activities.
- Prepare basic financial reports.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative work relationships with those contacted in the course of work.

SKILL TO:

- Operate an office computer and a variety of word processing, spreadsheet, and software applications, including payroll and other financial systems.

EXPERIENCE, EDUCATION, LICENSES, AND CERTIFICATIONS:

- Any combination of experience and education equivalent to a high school diploma supplemented by college level course work in accounting or bookkeeping and two years of accounting or bookkeeping experience.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The person in this position works primarily in an indoor office environment, but may be required to travel to meet with others or for training purposes. Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

This position description is not a contract, and it is not intended to show every detail of the duties and responsibilities of the job. It is provided only to supply a general idea of what the position entails.



APPLICATION FOR EMPLOYMENT

An Equal Opportunity / Affirmative Action Employer

If you need assistance in completing the employment application, please inquire at the Ventura Port District Office. Furthermore, the District conducts pre-employment qualification testing and personal interviews in the application process. If you believe you will require reasonable accommodation (e.g. interpreter, TDD, scheduling adjustments) in the application process, please inform the Ventura Port District Office in writing when you submit your application.

The Ventura Port District does not discriminate against applicants on the basis of race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability, veteran status, genetic information or any other legally protected characteristic. Please direct any complaints about the application process to the Clerk of the Board.

APPLICANT DATA

Social Security Number:

Full Name:

Address:

Phone:

Cell:

E-mail:

Position Applying For:

Date Available to Start:

Salary Requirements:

How were you referred to us?

If you are under 18 years of age, can you provide a work permit? If no, please explain:

Have you ever worked for this company? If yes, when?

Are you legally allowed to work in the U.S.?

Are you or your spouse related to any other employee of this organization? If yes, who?

Type of employment desired:

Full-Time Part-Time Temporary Seasonal

Driver's License Number:

EDUCATION & TRAINING

Schools Attended & Location	Major Field	Hours Completed/Degree Received

SPECIAL SKILLS OR QUALIFICATIONS

Please indicate (X) your experience/skills/abilities in the following areas:

Typing Speed:	Skills:	Clerical Experience:
below 40 wpm	Word	Receptionist
40-49 wpm	Excel	Data Entry
50-59 wpm	PowerPoint	Bookkeeping
60-69 wpm	Publisher	Web Design/Website Management
above 70 wpm	Project	Filing
	Word	Purchasing
	Social Media:	Secretarial
	Internet:	Records Management
	Other Word Processing:	Cashier (electronic)
	Other Software:	Accounting
	Other:	Other:

EMPLOYMENT EXPERIENCE

(Begin with the most recent position)

Dates of Employment:	Job Title:
Employer:	
Address:	
Phone:	
Supervisor:	
Responsibilities:	
Starting Salary:	Ending Salary:
Reason for Leaving?	
May we contact this employer for reference?	

Dates of Employment:	Job Title:
Employer:	
Address:	
Phone:	
Supervisor:	
Responsibilities:	
Starting Salary:	Ending Salary:
Reason for Leaving?	
May we contact this employer for reference?	

Dates of Employment:	Job Title:
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Address:	
Phone:	
Supervisor:	
Responsibilities:	
Starting Salary:	Ending Salary:
Reason for Leaving?	
May we contact this employer for reference?	

Dates of Employment:	Job Title:
Employer:	
Address:	
Phone:	
Supervisor:	
Responsibilities:	
Starting Salary:	Ending Salary:
Reason for Leaving?	
May we contact this employer for reference?	

I certify that the statements and information contained herein are true, complete and correct to the best of my knowledge. I authorize any former employer to release to this employer or its authorized representative any and all employment records and other information it may have about my employment. Also, I authorize this employer to make such investigations and inquiries of my personal, educational, financial and other related matters as may be necessary for an employment decision. I understand that the information will be used for the purpose of evaluating my application for employment and that I am responsible for providing legal document verifying my identify and eligibility for employment. I hereby release employers, schools or individuals from all liability when responding to inquires in connection with my application.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of wages and salary, be terminated at any time, and that intentional misrepresentation on my application or during the interview process will subject me to immediate discharge.

I also understand that only written representations and promises of this employer will be enforceable.

Signature of Applicant: _____ Date: _____

DO NOT WRITE BELOW THIS LINE

Interview Date:	Interviewed By:
Notes:	
Ranking:	