

**HESPERIA RECREATION AND PARK DISTRICT**  
**PAYROLL ASSISTANT**  
**(Full Time/At-Will)**

**Definition**

The Payroll Assistant, under direction, provides administrative support and performs a wide variety of routine to moderately complex financial transactions, record keeping, and processing functions related to payroll, accounts payable, accounts receivable, general ledger, and performs related duties as required.

Positions in this class are characterized by their ability to perform assigned duties with only occasional instruction or assistance. Judgment is sometimes required pertaining to when and how established procedures or guidelines are to be applied. Significant deviations from established procedures require prior approval.

**Essential Functions**

- Prepare a variety of reports, letters, and memos.
- Keep and maintain logs, records, and confidential files.
- Perform a variety of clerical support activities as required.
- Provide vacation and temporary relief within other divisions as required.
- Inform supervisor of issues, updates, and other pertinent information in a timely manner.
- Perform specialized clerical work related to the preparation, processing, and reconciliation of payroll and payroll related documents; assist employees with payroll and personnel related questions and problems.
- Verify and adjust attendance records and time sheets for completeness and adherence to District policies and procedures. Perform research to determine if payroll errors occurred; prepare documents to correct payroll errors.
- Conduct research and prepare reports relating to employee payroll records as requested; compile a variety of data to include statements, reports, and payroll data.
- Ensure compliance with all state and federal laws and regulations.
- Process new personnel and maintain confidential employee records.
- Receive, match, and distribute invoices for payment of accounts payable. Verify supporting documents, account numbers, and adhere to purchasing procedures.
- Assist with the maintenance and update of vendor records, accounts payable files, and purchasing activities.
- Process cashier transactions, payments, balances, and prepare daily deposits; verify reports and cash balances received from different divisions.
- Prepare billing, collection, and reconciliation for inter district accounts.
- Distribute and process incoming and outgoing mail.

**Marginal Functions**

- Will perform additional tasks as required and needed.

While performing any of the above duties, must be aware that he/she is acting as a representative of the District and must be public relations conscious. This position is a regular, non-exempt, full time (40 hours per week), at-will position.

**Benefits**

- Participation in the District's cafeteria plan for health, dental, and vision insurance coverage.
- Term life insurance coverage of \$50,000.
- Paid vacation of up to 25 days a year depending on tenure, plus an employee buy back option.

- Paid sick leave as per policy.
- 13 paid holidays per year.
- Retirement with San Bernardino County Employees' Retirement Association.
- Voluntary Deferred Compensation Program available.
- District does not participate in the Social Security Program, except for the mandatory 1.45% Medicare Contribution.

### **Minimum Qualifications**

#### Knowledge of:

- English usage, spelling, grammar, and punctuation; telephone etiquette, basic arithmetic, and modern office methods and equipment.
- Microsoft Office Suite.
- Payroll reconciliation experience preferred.
- Secretarial skills, communication, public relations, and policies.
- Federal, state, and local laws and regulations.

#### Ability to:

- Be tactful and adept when dealing with others; Possess strong communication skills.
- Organize and prioritize work.
- Type at a speed of not less than 45 words per minute, at a corrected rate.
- Perform work with accuracy and attention to detail.
- Understand specialized documents and other materials encountered in the work.
- Work with other employees and maintain cooperative working relationships.

#### Experience/Education:

- High School diploma or equivalent supplemented by college level course work.
- Two years of clerical experience in an office environment preferably including financial recordkeeping and payroll processing experience.
- Possess a work history that demonstrates maturity, longevity, and commitment.

### **Working Conditions**

Environmental Conditions: Almost always works indoors in temperature controlled environment; exposure to potentially hazardous chemicals, various colognes/perfumes, dust, fumes from printing cartridges; exposure to noise/vibrations from office machines.

Physical Conditions: Essential and marginal functions may require maintaining physical condition necessary for bending, stooping, reaching, pushing, pulling, lifting, walking, carrying, kneeling, and squatting; sitting or standing for prolonged periods of time; use of hands to finger, handle or feel objects, write, type, use telephone, operate office machinery; handle money; close and distance vision; speaking; hearing; driving vehicle. High level concentration and attention to detail for extended periods of time required to produce reports, correspondence, and documents.

**Examination/Selection Process**

All applications will be screened and only those candidates who best match the needs of the District will be invited to compete further in the examination process, which may include pre and/or post interview testing.

Must possess a valid California Driver License and produce a DMV printout of driving record upon request. Take and pass a medical exam if requested. Undergo and clear fingerprinting and background check as a prerequisite of employment.

**Final Filing Date**

The position may be closed at any time. All applicants are required to complete a District application form along with copies of required supporting documents. Application forms are available at the District Office or [www.hesperiaparks.com](http://www.hesperiaparks.com) and can be submitted in one of the following ways: email to [jobs@hesperiaparks.com](mailto:jobs@hesperiaparks.com); in person at Hesperia Recreation and Park District, 16292 Lime Street, Hesperia, CA; or mail to P. O. Box 401055, Hesperia, CA 92340.

Prior to employment, the successful candidate shall be required to present documentation establishing identity and employment eligibility in accordance with the U.S. Citizenship and Immigration Services.

**Salary Range:** A Step \$17.84 - E Step \$21.74

**Hesperia Recreation and Park District is an Equal Opportunity Employer.**