



Job Description: Office and Accounting Support Specialist (Part-time)

Summary

The Office and Accounting Support Specialist works under the direction of the Director of Finance and Internal Operations and performs a wide variety of office and accounting support for the VCE executive team.

Job Description

The Office and Accounting Support Specialist provides direct support to the Director of Finance and Internal Operations, responsible for financial and operational administration for the agency. The incumbent must have strong attention to detail, excellent administrative skills, including MS Office Suite (Word, Excel, PowerPoint, Publisher, etc.), a proven track record for learning and adapting quickly, creativity, and work cross-functionally. The Office and Accounting Support Specialist provides administrative support, including preparing and editing documents, contracts, presentations, spreadsheets, and infographics related to public meetings, agenda items, and general operations; para-professional accounting work involving transaction preparation and entry for A/P, payroll, A/R, and banking; and other duties as assigned.

Responsibilities

- Provide administrative support to VCE team members for administrative tasks and scheduling
- Record and prepare minutes at public meetings, including recording the essential content of discussion, motions, and votes, transcribing notes, and checking draft copies of minutes for appropriate grammar, technical terminology, spelling, and sentence structure
- Prepares accounting transactions for review utilizing basic accounting knowledge, contracting requirements, accounting systems, and policies and procedures.
- Maintains accounting and administrative files, including invoices, contracts, timesheets, and other materials
- Supports with annual financial audit preparation, including compiling documents.
- Supports financial reporting and cost tracking for the external, internal functional, grant, and program-specific requirements.
- Prepares documents, forms, and infographics
- Research, as needed, across a variety of subject areas
- Support preparation for Board meetings through printing and collating board packets for Board members
- Provides regular updates to staff on the status of assigned tasks
- Other duties as assigned

Minimum Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skill, and/or ability required.

Experience/Education

Any combination of education and experience would provide the knowledge and abilities listed. Typically, equivalent to possession of an Associate of Arts degree from an accredited college or university in business administration or related field and two (2) years of responsible clerical experience, which has included the considerable exercise of initiative, attention to detail, and independent judgment.

Desired Qualifications

- Experience working in a public utility, Community Choice Energy, and/or governmental agency is desirable
- Perform technical and responsible office administration, working independently and accurately
- Identify and secure confidential, highly sensitive records and written or verbally communicated information, and record such details accurately
- Organize, plan, and prioritize own workload and adjust to changes in workload and assignments to meet critical deadlines under pressure; Problem solve and use sound judgment
- Use database, spreadsheet, and web interface and/or internet applications depending on the assignment
- Communicate effectively in English, both verbally and in written form, sufficient to convey information and instructions to the public and other employees in situations requiring tact, courtesy, and poise. Ability to speak additional languages such as Spanish, a plus.
- Understand information requests of others and respond courteously, efficiently, and accurately at all times

Willingness to:

- Work occasional overtime or on weekends and evenings as necessary.

Working Conditions

This position will be based at VCE's offices in Davis, CA. Flexible schedules and remote working schedules are negotiable.

The physical demands described here are representative of those required for the position. Position requires sitting, walking, standing, bending, and twisting in the performance of daily activities. The position requires hand manipulation and repetitive hand movement, and fine coordination in using a computer keyboard. The position requires near and far vision in reading reports and the use of a computer. Acute hearing is required in supporting meetings and phone and in-person customer service. The position requires the ability to communicate clearly both verbally and in writing. The position occasionally requires lifting and/or moving objects up to 20 pounds. VCE will reasonably accommodate the known physical or mental limitations of a qualified applicant with a disability upon request.

Licenses/Certificates: Possession and continued maintenance of a valid class C California driver's license or the ability to provide alternate transportation as approved by the CEO and a safe driving record.

Compensation: The salary range for this part-time position is \$23,000-\$28,000, commensurate with experience. A benefits package is included as described in the VCE employee handbook.

Equal Opportunity Employment: VCE is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.

Application Process: The position is open until filled. To be considered for this position, please submit a detailed cover letter, resume, and three professional references no later than May 9, 2022, for the first review:

Edward Burnham
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Davis CA 95616
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Following the filing date, resumes will be screened in relation to the criteria outlined. Candidates deemed to have the most relevant qualifications will proceed with the selection process which may include a written examination, oral interview, or a combination of the two.