

CITY OF WESTMORLAND JOB DESCRIPTION

TITLE: ACCOUNTING SPECIALIST
DEVELOPED/APPROVED: 2025-2026
DEPARTMENT: FINANCE – NON DEPARTMENTAL 110-19
REPORTING RELATIONSHIP: OFFICE SUPERVISOR

DEFINITION:

Performs accounting and statistical work involved in preparing information and reports for all city funds, financial agreements, and grants. Completes accurate accounting necessary to process city accounts payable, accounts receivable, payroll, grants and agreements.

EXAMPLE OF DUTIES:

Accounting

Under minimal direction of the Office Supervisor, prepares statistical information for General Funds, Streets Funds, Trash, Water and Wastewater and other city sponsored Funds and Projects processes all account payables; assists in preparation of the Annual Street Report, Annual Transit Report and Annual Report to State Controller; prepares project accounting for Street Projects; prepares transit and street funding requests and subsequent reporting requirements; assists in administration of City street grants and awards.

Customer Service

Perform customer service activities including receiving payments from customers and enter accounting software. Answer phones and attend to the customer's needs.

Community Event Coordinator

Coordinate with Council, staff, non-profit organizations, and members of the community to coordinate and plan events that enhance the identify of Westmorland and improve the quality of life in our town. This may include preparing an event calendar, completing environmental health permits, schedule vendors and staff as needed. Track event fund raising and expenditures to remain with the annual budget.

CalRecycle Program

For Cal Recycle prepares the CalRecycle Annual Report and performs any necessary compliance measures to ensure the city is in compliance; outreach to customers and prepare correspondence and flyers as needed; make presentations to customers about Cal Recycle; and perform needed inspections. Work closely with the city's waste hauling contractor.

Business License Renewal

Business Licenses must be renewed annually, and the business must be in compliance with various codes. Communicate with business owners to ensure good record keeping and tracking of business licenses.

TRAINING AND EXPERIENCE:

Any combination equivalent to graduation from high school G.E.D. and at least two years experience in clerical and bookkeeping duties, including experience with computers; practical experience with research techniques and record keeping associated with publicly funded programs.

KNOWLEDGE AND ABILITIES:

Knowledge of the methods, practices and terminology used in financial and statistical clerical work. Ability to read and interpret Federal, State and Local regulations; knowledge of modern office practices; ability to operate office machines, including computers; ability to establish and maintain effective relationships with others, including the public.

Skill In: Oral and written communications; in both English and Spanish.

Ability to Learn: Accounting Software specific to the city.

LICENSES/CERTIFICATES: Must have at time of employment and maintain a valid Class C California drivers' license and insurability.