



# Accounts Payable Specialist

Full Time

Filing Deadline: **Friday, April 9, 2021 at 5:00pm**

Salary: \$21.00/hour

## The Position

Reporting to the Accounting Manager, the Accounting Payable Specialist is a full-time position (40 hours per week), which performs a variety of responsible accounting duties including but not limited to accounts payable, accounts receivable, payroll and other functions, with an emphasis in accounts receivable.

Typical tasks include but are not limited to: Receive and process financial data, statements, purchase orders, and invoices; review documents to determine accuracy of authorization requirements and compliance with budgets; review documentation and billed amounts; code transactions for general ledger account entry; enter information into the Agency's financial accounting system. Verify that expenditures are within the adopted fiscal year budget. Monitor expenses and verify adherence to agency fiscal guidelines. Research and document requests from Agency departments and external agencies or vendors on outstanding accounting issues; resolve or refer to supervisor for resolution. Work towards the agency's goal of transitioning all transactions to "paperless", and other duties as assigned.

## Qualifications.

Any combination of experience and training that would likely provide the required knowledge/abilities is qualifying. A typical way to obtain the knowledge and abilities would be 1-2 years of responsible experience in accounting and/or finance and/or the completion of the 12<sup>th</sup> grade with additional specialized training in bookkeeping, accounting or a related field.

The skills and attributes desired for this position include but are not limited to:

- Ability to receive and process financial data, statements and invoices
- Ability to review documents to determine accuracy of authorization requirements and compliance with budgets.
- Ability to review documentation and billed amounts.
- Ability to code transactions for general ledger account entry.
- Ability to reconcile between subsidiary and General Ledger accounts and perform account balance analyses.
- Ability to enter information into the Agency's financial accounting system.
- Proficiency with Excel and Microsoft Office Suite.
- Maintain manual or computer records on all security deposits, payments and other financial transactions from Agency properties.
- Ability to receive and post payments.
- Ability to interact effectively and professionally with CADA residents.
- Ability to work under pressure and successfully meet deadlines.
- Ability to establish and maintain an organized work environment including assisting in creating and maintaining a logical and systematic electronic & physical filing system.
- Maintain mental and physical capacity which allows for ability to quickly analyze problems, anticipate requirements and needs, and propose solutions resulting in the effective performance of assigned duties and responsibilities.
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.



### **About CADA.**

Created in 1978, CADA is a Joint Powers Authority between the State of California and the City of Sacramento. We are authorized to implement the plans and objectives of the Capitol Area Plan, a mixed-use plan for the management, development and disposition of state-owned property located directly south and east of the State Capitol and Capitol Park in the City of Sacramento. Legislation provides CADA the powers of a redevelopment agency for this area.

Our mission is to implement the residential and commercial components of the State's Capitol Area Plan. We contribute to the vibrancy and diversity of the Capitol Park Neighborhood by managing existing properties and developing residential and retail projects in public/private partnerships.

CADA has an annual operating budget of approximately \$13.5 million, with a total of 43 employees divided into the Administrative, Asset Management, and Development Services units. Our income comes from two sources: property tax increments and through the management of 760 residential units, 40 commercial leases, and 791 parking spaces.

All CADA employees are expected to adhere to the following organizational values: *commitment, prudent stewardship, credibility, creativity, and effectiveness.*

### **Benefits.**

Retirement. Retirement provided through CalPERS; monthly employer contributions are paid by CADA and employee contributions are paid 100% by the employee for New Members and Classic Members of CalPERS.

Flexible Spending Account. CADA contributes to a cafeteria-style benefit plan that includes health, dental, vision, unreimbursed medical, dependent care, and other optional insurance plans.

Sick Leave. Accrued at the rate of 8 hours per month.

Vacation Leave. Accrued at the rate of 10 days per year for 1 to 3 years of service; 15 day per year for 3 to 10 years of service; 20 days per year for over 10 years of service.

Holiday Leave. 14 paid holidays annually (this includes 2 half days).

Deferred Comp. Employees have the option of making contributions for this benefit.

Bereavement Leave. Up to 3 days per calendar year.

Employee Assistant Program. Confidential counseling services to employees and dependents.

LTD Insurance. Income security to disabled employees up to 66 2/3 of their monthly salary.

Life Insurance. Equal to one and one half of the employee's annual salary.

Parking. Parking free of charge.



**Application Process.**

Applications are accepted until **5:00pm on Friday, April 9, 2021**. Please include a CADA application with your resume and/or cover letter. You may download an application form from CADA's website: <http://www.cadanet.org/working-with-cada/employment> or pick one up and mail applications materials to:

CADA  
Attn: Human Resources  
1522 14<sup>th</sup> Street  
Sacramento, CA 95814

Interviews will be held continuously until the position is filled. A screening committee will review your application materials. Those determined most qualified to proceed in the process will be contacted for an interview. CADA will conduct a thorough background investigation, including a drug and alcohol test, on final candidates.

CADA hires only US citizens or aliens lawfully authorized to work in the United States.  
We are an Equal Opportunity Employer.