



CLASSIFICATION SPECIFICATION

ACCOUNTING TECHNICIAN

DEFINITION:

Under general supervision, performs journey level financial recordkeeping of moderate difficulty relating to accounts payable, petty cash and payroll; assists with customer service inquiries by telephone and in person related to accounts payable; performs responsible office administrative duties; and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This is a journey level class in which incumbents are expected to work with greater independence and assume responsibility for intermediate to moderately difficult duties associated with financial recordkeeping including payroll, accounts payable, and reporting functions. Incumbents at this level may also serve as a back-up and provide assistance in customer service functions.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Accounting Manager.

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

*Class specifications are only intended to present a description summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not** include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of the incumbents within the class.*

- Performs regular payroll processing including hours entry, taxes, contributions, and deductions; prints and distributes checks; sets up and sends direct deposit online; runs and distributes payroll reports.
- Compiles annual federal and state tax changes and updates the system, including CalPERS annual rate changes.
- Calculates funds owed, and initiates payments to CalPERS; prepares retirement reports.
- Assists in administering employee benefits for payroll purposes including insurances, deferred compensation, and related programs.
- Prepares account reconciliations for annual audit for payroll and other accounts as required.
- Assembles, matches, sorts, tabulates, checks and files numerical data.
- Uses computer systems to compile information or create documents relating to payroll and accounts payable; update employee records and processes customer refunds.

- Uses spreadsheet software to keep financial records and process documents involved in financial transactions; processes invoices for payment.
- Scans and maintains payroll and accounts payable records in compliance with the District's record retention policies.
- Prepares and processes a variety of bi-weekly, monthly, quarterly and year-end reports; assembles, prepares and enters into computer a variety of data.
- Processes invoices for accounts payable; codes invoices with vendor and account numbers and enters into computer for processing. Prepares the purchase orders and vouchers for these invoices.
- Prepares requisitions for various vendors as assigned.
- Assists with budget tracking and budget transfer requests.
- Prepares payroll and accounts payable checks for authorized signatures and distribution and/or mailing, including paper checks.
- Maintains and administers voided checks and reissuance.
- Enters new vendors and ensures the vendor database is updated and accurate.
- Transmits vendor database to Bank bi-weekly.
- Maintains and updates all contracts related to Finance and Accounting.
- Maintains and administers the District's credit card program.
- Reconciles accounts to the general ledger.
- Assists the Accounting Manager in performing research and investigating accounting irregularities.
- Assists in handling the more difficult technical and accounting issues.
- Cross trains other support staff in various aspects of financial recordkeeping.
- Creates correspondence.
- Keeps abreast of new laws and regulations effecting area of responsibility.
- Always maintains an understanding of the District's handbook as it relates to accounts payable and payroll.
- Participates in cross training and provides back up to other department staff; assists other office personnel in performing related administrative support functions; serves as a back-up to Customer Service.
- Works with the service department to enter new sewer service connections (for separation

of duties and checks and balances)

- Notarizes documents for lien properties due to assessment districts and reimbursable jobs; releases liens.
- Establishes positive working relationships with District staff and the general public.
- Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner.
- Works weekends, evenings and holidays as required to accommodate the District's needs, in addition to responding as a Disaster Emergency Service Worker.
- Performs other related duties as assigned.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

- Work in an office environment with some exposure to dust, dirt, and hazardous materials.
- Stand, walk and sit for extended time periods; able to carry, push, pull, reach and lift objects of light to medium weight; hearing and vision within normal ranges.
- Communicate orally with District management, co-workers, and the public in face-to-face, one-to-one and group settings; regularly use a telephone for communication.
- Read and interpret complex data, information and documents; analyze and solve moderately complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with all levels of District management, board members, other elected and appointed governmental officials, media representatives, business and community leaders, employees, the public and others encountered in the course of work.
- Operate office equipment including use of computer and keyboard; work at a desk and computer for extended time periods; look at computer monitor for extended time periods.
- Travel by vehicle while conducting company business.

QUALIFICATIONS: *The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be graduation from high school or equivalent supplemented by the completion of college level coursework in accounting, and three (3) years of experience in fiscal,

statistical and financial recordkeeping preferably for a public agency.

License/Certificate:

- Possession of a Certified Payroll Professional Certificate is highly desirable.
- Possession of a certificate as a Laserfiche Capture Specialist, or ability to obtain within one (1) year.
- Possession of a certificate, as a Notary Public of the State of California, or ability to obtain within one (1) year.

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

Knowledge of:

- Principles, methods, and practices of financial record keeping and accounting at an intermediate level.
- Principles, methods and practices of payroll, accounts payable, and customer account record keeping work.
- General understanding of the budget process, reports and Budget IDs.
- General understanding of daily cashiering procedures and duties.
- Customer Service, Account management, and Financial system software and procedures, at an intermediate level.
- Customer service and customer relations practices and principles.
- English usage, spelling, grammar and punctuation.
- Modern office practices, equipment, and procedures.
- Computer systems and software applications.
- District organization, functions and policies.
- Water and sewer related services.
- Safe work methods and safety regulations.

Ability to:

- Maintain a variety of confidential financial records of intermediate complexity.
- Prepare a variety of financial statistical reports.
- Prepare reports of intermediate complexity and keep detailed records.
- Examine source documents and review for accuracy and discrepancies.
- Perform detailed arithmetical calculations quickly and accurately.
- Interpret customer accounts and consumption records, and explain District policies.
- Exercise independent judgment and initiative within established guidelines
- Operate standard office equipment, personal computers, and related software.
- Communicate clearly and concisely, orally and in writing.
- Be tactful and courteous to the public.
- Effectively represent the District, including its programs and policies with the public.
- Establish and maintain effective working relationships with all levels of District management, employees, the public and others encountered in the course of work.
- Provide excellent customer service and resolve public concerns and complaints.

- Understand and follow oral and written directions.
- Work effectively with a small group or individually.
- Skillfully and safely operate a motor vehicle when required in the course of performing work duties.

STATUS: Non-Exempt

Revised: May15, 2020