



Classification Unit:	Field and Office
Last Revision:	March 2023

ACCOUNTING TECHNICIAN

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of routine to specialized technical accounting duties involving the recording, tracking, maintaining, posting, and balancing of the District's financial obligations and accounts; to function as a liaison between the Finance Department, citizens, and other District departments by answering questions and solving complicated and/or sensitive problems; and to perform a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is a single level class where employees within this class perform the full range of technical accounting duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

ESSENTIAL FUNCTIONS

- Perform specialized and detailed work in the review and processing of various financial records and related materials; ensure the integrity of data and information related to area of assignment which may include cash management, and/or accounts payable/receivable.
- Analyze and track District contracts by updating contract budget to actuals and providing reports and status updates to management.
- Organize and verify required documentation and management authorization for accounts payables; determine and/or verify correct posting of account codes, cost center, account number, subaccounts, State Controller codes and department.
- Process accounts payable including data entry of invoices with required supporting schedules and statement reconciliations, processing payables reports, and printing and distributing checks upon Board of Directors approval of claims.
- Record bank deposits, wire transfers and bank transfer activity and balance cash transactions for District accounts.
- Analyze and reconcile a variety of journals, accounts, reports, and records; prepare, process, and maintain accounting system records, and transactions.

- Maintain District contracts, update vendor contract budget to actual worksheets, and track purchase orders.
- Prepare outside agency invoices for use of the District's treatment plant; compile data to record and track direct costs and loan principal and interest obligations.
- Balance financial information system controls; balance and post financial transactions to ledgers and sub-ledgers and reconcile to the accounting system; and balance various other financial transactions with source documents and controls.
- Prepare, compile, tabulate and maintain data and complex documents; assist with preparing technical financial, statistical, and operational reports, statements and records.
- Respond to inquiries from the public in person, by telephone, and/or in writing, regarding areas of responsibility and initiate appropriate action to resolve problems.
- Research and answer employee and District departments' inquiries regarding the status of accounts and payments, including proper transaction coding and related matters.
- Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner, as assigned.
- Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Perform related duties as assigned.

JOB STANDARDS/SPECIFICATIONS

Knowledge of:

- Practices, methods, and terminology used in financial and statistical record keeping.
- Principles and practices of routine analytical research.
- Customer service principles and problem resolution techniques.
- Modern office practices and procedures, computer equipment and software applications related to financial accounting.
- Business letter writing and report preparation.

Ability to:

- Perform difficult and responsible technical work involving financial and related statistical record keeping.
- Research and compile technical and financial information.
- Prepare, process, review, and check submitted accounting and financial documents, records, and forms for accuracy, completeness and conformance to applicable policies, rules, and regulations.
- Make accurate mathematical calculations.
- Use a variety of personal computer applications in word processing, spreadsheet, database, and graphic presentation.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

TYPICAL PHYSICAL ACTIVITIES

- Drives a vehicle.
- Work at a desk for an extended period of time.
- Work in an office environment, lift and move objects up to 15 pounds such as large binders, books, and small office equipment.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment.
- Regularly uses a telephone for communication.
- Use office equipment such as computers, copiers, and FAX machines.
- Sits for extended time periods.
- Hearing and vision within normal ranges with or without correction.

ENVIRONMENTAL FACTORS

- Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.

DESIRABLE QUALIFICATIONS

Any combination of education and experience that would likely provide the necessary knowledge and abilities are qualifying. A typical way to obtain the knowledge and abilities would be:

- An Associate's degree or 60 semester units of college level course work with coursework in accounting, finance or related field and two years of responsible administrative, clerical or customer service experience related to accounting, cash management, accounts payable, accounts receivable or finance.

LICENSE CERTIFICATE REGISTRATION REQUIREMENT

- Possession of a valid California Class C Driver License may be required at the time of appointment and a driving record acceptable to the District's automobile insurance provider. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.
- Obtain and maintain defensive drivers training certification (training provided by the District).
- Obtain and maintain CPR and First Aid training certification (training provided by the District).

Approved: 3/29/23

/s/ Steve Wittry
General Manager