



JOB DESCRIPTION

POSITION	Accounting Technician	SAFETY SENSITIVE	No
SALARY RANGE	Range 19	ESTABLISHED DATE	06/20/07
FLSA STATUS	Non-Exempt	REVISION DATE(S)	01/18/21
HOURS – FT/PT	Full Time		

SUMMARY

Under general levels of supervision, performs a variety of moderately complex accounting duties with a primary focus in Accounts Payable, Inventory, Project Accounting, Fixed Asset Management, and Timekeeping.

DISTINGUISHING CHARACTERISTICS

This position is characterized by the intermediate skills required to perform the principal duties of the position, as well as the general level of supervisory oversight provided to this position on a routine basis and the independent judgment required. Position requires strong interpersonal skills, a high level of motivation, and basic leadership skills. Interaction with the public is required.

SUPERVISION RECEIVED/EXERCISED

Position receives general supervision from a department head, manager or supervisor, as assigned. This position has no supervisory duties.

EXAMPLES OF DUTIES

*Job Descriptions are only intended to present a description summary of the range of duties and responsibilities associated with specified position. Therefore, job descriptions **may not** include all duties performed by individuals within the position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.*

Essential Functions

- Participates in financial record keeping activities for the District; posts data to various databases, ledgers, registers, journals and logs according to established accounting techniques and procedures.
- Generates and reconciles (monthly, quarterly and annual) reports in relation to each specialty.
- Conducts research and provides information as requested by customers and District staff.
- Performs a variety of general office tasks in support of department operations such as but not limited to developing correspondence, typing, filing, scanning, data entry, and telecommunications.
- Communicates tactfully with customers, staff, and other individuals contacted in the course of duties.
- Participates in cross-training activities and provides back-up as directed.
- Regular attendance is required.

Essential Functions by Specialty:

Accounts Payable/Accounts Receivable Functions

- Reviews, sorts, reconciles, matches, and distributes vendor invoices, receivers, and statements for payment processing; balances and reconciles vendor statements to payments made; verifies approvals and enters invoice information into software; prepares, edits, and maintains accounts payable and check registers; sets up and maintains master vendor files; prepares/processes various forms (i.e., forms W9, 1099, 590, DE542, etc.).
- Prepares vendor payments, prints checks, obtains payment authorization, and distributes payments.

- Utilizes and assigns proper general ledger and project coding. Processes A/P transactions in accordance with project accounting and purchasing/budget processes. Audits and resolves errors and discrepancies in A/P and budget transactions.
- Assist departments, staff, and vendors with inquiries; routinely provide data/reports on department expenditures against budget accounts. Provides information on attractive expendable purchases.
- Assists with stale check processing by coordinating tasks such as processing voids and reissues.
- Assists with grant and loan reimbursement submissions.
- Invoices, and reconciles accounts such as HDMC Wastewater Treatment plant, low income assistance program, property tax/ standby revenues/ debt repayments, etc.
- Performs account reconciliations for audit work; assists in bank accounts statement reconciliations.
- Handles miscellaneous accounts receivable billing, collection, and reconciliation, especially as related to projects. Provides cost quotes/cost analysis on meter installations, meter exchanges, and meter damage projects. Performs cost analysis on plan check and mainline extension projects.

Project Accounting Functions

- Process Accounts Payable transactions in accordance with Project Accounting (Job Costing) system and Purchasing/Budget processes.
- Operates Project Accounting (Job Costing) system, ensuring proper posting and performing reconciliations and distributing reports, data, and providing assistance to staff, as requested.

Asset Management/Inventory

- Processes transactions for inventory received, disbursed and adjusted. Reconciles inventory and coordinates inventory counts.
- Creates and oversees Fixed Asset records and coordinates periodic inventory of Fixed Assets.
- Handles surplus disposal recordkeeping.

Timekeeping

- Works with staff to ensure complete and accurate timesheet records and prepares such records for payroll processing.

Customer Service

- Acts as a back-up to the Customer Service/Cashier, as needed, dealing with customers courteously and professionally.
- Maintains assigned cash drawer in an accurate and accountable manner.

Other

- Records sales/use tax, plant sale tax, and handles annual sales tax reporting.
- Oversees Departmental records destruction; handles transfer of records to storage with staff.
- Provides research and reporting to other departments as needed.
- Fulfills assigned public information requests. Prepares assigned audit schedules and periodic reports for internal use and external reporting. Reports labor statistics.
- Scans/copies and files transactional paperwork. Creates spreadsheets and PowerPoint presentations for various purposes. Prepares reports, types correspondence and files as needed.

Marginal Functions:

- Provides back-up assistance to the Receptionist and Customer Service Representatives as needed, including mail duties.
- Performs related duties and responsibilities as required.
- Performs other duties related to the classification as assigned.
- Attends safety meetings and serves on various committees, as assigned, completing a variety of special projects. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

The following are representative of the qualifications necessary to perform the essential duties of the position.

Any combination of education and experience which would likely provide the necessary knowledge and abilities may be qualifying.

Experience: A typical way to obtain the experience would be to have a minimum of four (4) years of increasingly responsible experience in computerized accounting. Two (2) years of public agency experience is highly desired.

Education and/or Training:

- High School Diploma or equivalent;
- Equivalent to graduation from an accredited two-year college or university with major coursework in accounting, finance, public administration, business administration, or closely related field. A four-year degree from an accredited college or university is highly desired.

Certificates, Licenses, Registration: None

Other: Must possess and maintain valid California Class C Driver's License.

PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS, AND ABILITIES

The following are representative examples of KSA's necessary to perform the essential duties of the position.

Knowledge:

- Applicable federal, state, and local laws, regulatory codes, ordinances, statutes, regulations, and procedures relevant to assigned areas of responsibility.
- Principles and practices of accounting, such as, general and subsidiary ledger functions and requirements; procedures relating to the processing of accounts payable/receivable; techniques of account reconciliation; and fiscal recordkeeping and reporting.
- Proficient at using word processing and spreadsheet software and understanding of accounting software and the aptitude to learn governmental accounting software.
- Practices in researching issues, evaluating alternatives, making sound recommendations, and preparing and presenting reports.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Modern office practices, methods, computer equipment and applications, governmental accounting software, and proficiency using 10-key add machines by touch.

Skills:

- Possess strong organizational and time management skills.
- Possess very strong computer skills in Word, Excel, and PowerPoint.
- Possess strong skill with 10-key by touch.
- Possess strong verbal and written communication skills.
- Efficiently learning District software programs.

Abilities:

- Analyze data and resolve problems.
- Make mathematical calculations with speed and accuracy.
- Responsibly and accurately perform moderately complex accounting functions and to handle cash.
- Recommend improvements in job-related policies and procedures.
- Responsibly and accurately perform the financial record-keeping functions using independent judgment.
- Follow verbal and written instructions and then carry out complex tasks.
- Read and understand basic accounting terminology.
- Type accurately at a minimum of 40 words per minute.
- Ability to multi-task, communicate progress, and meet deadlines.
- Work independently, efficiently, and productively when completing work tasks.

- Prepare clear and maintain accurate records, correspondence, procedures, and other written materials; and establish and oversee monitoring systems for tracking information.
- Organize and prioritize a variety of projects/tasks in an effective and timely manner, organize own work, set priorities, and meet critical deadlines.
- Establish and maintain cooperative, respectful and effective working relationships with those contacted in the course of work including District employees, officials, vendors and the general public.
- Represent the District in a professional manner.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: Subject to reasonable accommodation in accordance with the requirements of the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA), possess the ability to lift and/or carry objects (no greater than 20 lbs.) on an infrequent basis. Ability to bend, twist, turn, push, pull and reach routinely, as well as perform repetitive motion tasks on a regular basis. Ability to sit for extended time periods and use office equipment such as computer terminals, copies and fax machines on a regular basis. Requires normal range hearing and vision. Ability to stoop, kneel and crouch occasionally.

Work Environment:

- **Outside:** On seldom occasion standing, walking, climbing may be required during tours of facilities.
- **Inside:** Duties of this position are predominantly conducted indoors, in an office setting or environment.
- **Fumes/Gasses:** Duties of this position are predominantly conducted indoors, in an office setting or environment.
- **Noise/Vibration:** Noise levels expected of an office or indoor setting are expected.

Equipment Use: Standard office equipment such as computer hardware and peripherals, binding machines, copy machines, scanning machines, fax machines, and telephone.

Mental Demands: While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math, and mathematical reasoning; learn and apply new skills and information; perform highly detailed work on multiple, concurrent tasks; and interact with District managers, officials of other governmental agencies, community and professional groups, staff and other organizations.

Safety: Follows proper safety practices at all times.

Travel: On occasion, the incumbent in this position may be required to attend, workshops, meetings, and/or seminars.

Other: Position may be subject to alternative 4/10 workweek schedule

EMPLOYEE ACKNOWLEDGEMENT

I have read the above and understand that it is intended to describe the general content of and requirements for performing the job listed. It is not an exhaustive statement of duties, responsibilities or requirements.

I understand that this description does not preclude my Manager or Supervisor's authority to add or change duties or responsibilities and understand that the performance of other duties may be required from time to time to meet the needs of Joshua Basin Water District. I also understand this job description does not create an employment contract, implied or otherwise.

Print Employee Name

Employee's Signature

Date