



LEADERS IN
ENVIRONMENTAL
PROTECTION

LEUCADIA WASTEWATER DISTRICT

Salary Grade: 14
Job Title: Accounting Technician
Department: Administration
Reports To: Administrative Services Manager
FLSA Status: Non-exempt
Approved By: General Manager
Approved Date: 6/10/04

SUMMARY

Under general supervision, performs accounting work and recording of all transactions in the preparation of payroll, accounts payable, accounts receivable, job cost and cash receipts in the District's automated financial management system by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Compiles and analyzes financial information to prepare entries to accounts, such as general ledger accounts, documenting business transactions. Computes, classifies, records, and verifies numerical data for use in maintaining accounting records.

Assists in the preparation of monthly financial statements and the District' annual budget. Analyzes accounting information and prepares reports to summarize information for managers. Prepares vouchers, invoices, checks, account statements, reports, and other records and reviews for accuracy.

Prepare and process payroll. Collects appropriate data and prepares federal, state, and local reports and tax returns.

Prepare, process and maintain account receivables. Verifies and posts details of business transactions, such as funds received and disbursed, and totals accounts to ledgers or computer spreadsheets and databases.

Prepare, process and maintain account payables. Compiles and sorts documents, such as invoices and checks, substantiating business transactions. Computes and records charges, refunds, and similar items.

Complete various reports and analyses as assigned, utilizing District software and knowledge of word processing and spreadsheet programs. Reconciles report discrepancies and problems.

Reconciles bank statements. Posts daily cash to proper customer and general ledger accounts. Maintains fixed asset and depreciation ledgers. Reconcile various general ledger accounts on a monthly basis.

Makes recommendations for procedural changes and the implementation of new internal controls to ensure the safeguarding of District assets. Assists with the installation, modification, documentation, and coordination of implementation of accounting systems and accounting control procedures.

Organize, maintain and assist with record retention requirements for District files and data.

Codes data for input to financial data processing system according to procedures.

Reviews computer printouts against manually kept ledgers and makes corrections.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associate's degree (A. A.) or equivalent from two-year college or technical school and 2 years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and statistics.

OTHER SKILLS AND ABILITIES

Ability to meet District insurability standards.

Proficient with Microsoft Excel and Word.

Ability to utilize personal computers in an office.

Ability to utilize financial/accounting software.

Knowledge of and ability to apply generally accepted principles of accounting.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid California Class "C" driver's license.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.