

ACCOUNTING TECHNICIAN

SUMMARY

Under supervision of the Administrative Services Manager, performs technical accounting duties and recording of all transactions in the preparation of payroll, accounts payable, accounts receivable, miscellaneous billing, purchase orders, and cash receipts in the District's automated financial management system. Performs related duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The exact duties performed will depend on the needs of the District.

- Compiles and analyzes financial information to prepare entries to general ledger accounts and other accounting records. Computes, classifies, records, and verifies data for use in maintaining accounting records.
- Assists in the preparation of monthly financial statements and the District's annual budget. Analyzes accounting information and prepares reports to summarize information for managers. Prepares vouchers, invoices, checks, account statements, reports, journal entries, and other records as needed and reviews for accuracy.
- Assists in setting up, implementing, and testing new Accounts Payable and Payroll software and software updates. Establishes and maintains earnings, benefits, and deduction codes in the payroll system.
- Review time records submitted by all departments to ensure conformance with administrative policies and regulations; records hours worked, calculates FLSA overtime rate, verifies pay increases and computer file data for the current payroll period; reviews and edits documents, corrects errors, and balances payroll of each pay period.
- Generates payroll checks for routine and special payrolls; Updates payroll system and post to the general ledger. Maintains accumulated leave records, including annual accumulated compensated absences accrual.
- Prepares tax returns and other reporting documentation related to payroll matters, including quarterly and annual payroll tax returns, W-2 documents, and worker's compensation insurance reports; prepares payments related to payroll costs such as withholding taxes, deferred compensation, and other payroll deductions; compiles routine reports related to payroll activity.
- Compiles data, calculates, and invoices entities for miscellaneous periodic billings, such as recycle water sales and Joint Facility cost allocations.
- Prepares, processes and maintains miscellaneous account receivables. Verifies and posts details of business transactions, such as funds received and disbursed, totals and posts accounts to ledgers and computer spreadsheets and databases.
- Processes vendor invoices; ensures proper approval; matches purchase orders to invoices and receiving reports; enters data in computer; updates and maintains vendor

database; reconciles vendor statements; processes accounts payable checks; computes and records charges, refunds, and similar items; maintains the accounts payable vendors and files. Review vendor W-9 tax forms and prepare year end 1099 information forms.

- Process, update, and close out all purchase orders.
- Complete various reports and analyses as assigned, utilizing District software and knowledge of word processing and spreadsheet programs. Reconciles report discrepancies and problems.
- Reconciles petty cash for reimbursement. Posts daily cash to proper customer and general ledger accounts. 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.
- Assists with the annual Audit and attends financial meetings as needed.
- Periodically assists with answering incoming phone calls and greeting customers.
- Researches and answers employees' inquiries regarding payroll, reimbursements, account status and payments including proper transactions coding or related matters.
- 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.
- Coordinates with Human Resources on inputting payroll action notices, changes in employee benefits, incentive pay, and other related matters into the District financial system.

SPECIFIC TYPES OF KNOWLEDGE, SKILLS, AND PHYSICAL ABILITIES REQUIRED FOR THESE DUTIES:

- Knowledge of payroll laws, regulations and practices.
- Ability to meet District insurability standards.
- Ability to perform advanced functions in Microsoft Office Suite
- Ability to utilize financial/accounting software.
- Ability to work both independently and work well within a team environment.
- Operate a ten-key machine by touch.
- Knowledge of and ability to apply generally accepted principles of accounting.
- Maintain confidentiality of records and information.
- Ability to perform and follow safety procedures.

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Education: An Associate's degree (A. A.) in accounting/business school is required. Applicable accounting experience may substitute for education. Experience: Two to four years of responsible technical accounting experience that included the processing of payroll, reconciliation of various types of accounts, and preparation of journal entries.

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 business mathematics.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid California Class "C" driver's license.
Associate's degree (A. A.) in accounting/business

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, or crouch. 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.

CLASS HISTORY

Established:	JUNE 2004	Revised:	JUNE 2020
FLSA Status:	Non-exempt	Salary Grade:	15
Reports to:	Admin. Services Mgr.	Department:	Administration