

## ACCOUNTING TECHNICIAN

### **SUMMARY**

Under supervision of the Director of Finance & Administration, 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.
- Reviews time records submitted by all departments to ensure conformance with administrative policies and regulations; records hours worked, calculates FSLA overtime rate, verifies pay increases and 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 the payroll system and posts payroll entries to the general ledger. Maintains accumulated leave records, including annual accumulated compensated absences accrual.
- Prepares tax returns and other reporting documentation related to payroll, 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, spreadsheets and databases.
- Processes vendor invoices; ensures proper approval; matches purchase orders to invoices and receiving reports; enters data into information systems; 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. Reviews vendor W-9 tax forms and prepares year end 1099 information forms.

- Processes, updates, and closes out all purchase orders. Ensures accurate use of purchase orders are in accordance with the procurement and purchasing policies.
- Completes 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. Reconciles 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 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.
- Organizes, maintains, and assists with record retention requirements for District files and data.
- Codes data for input to financial data processing system according to procedures.
- Reviews information system records 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.
- 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 an 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. Primary functions are to be performed on-site.

## **CLASS HISTORY**

**Established:** JUNE 2004

**Revised:** OCT 2023

**FLSA Status:** Non-exempt

**Salary Grade:** 68

**Reports to:** Director of Finance &  
Administration

**Department:** Administration