



Job Classification:	Accounting Technician I, II
Representation:	SEIU Local 1021 Union
Wage Schedule Range:	15, 17
FLSA:	Non-Exempt
Effective Date:	July 2020
Revision Date:	January 2014, February 2018, November 2020

Classification specifications, i.e. Job Descriptions are intended to present a descriptive summary of the range of duties and responsibilities performed by an incumbent in the classification. Furthermore, specifications are not intended to reflect all duties and responsibilities of an incumbent in the classification.

Summary

Under direct or general supervision, an incumbent in this classification performs a variety of fiscal, financial, statistical, and accounting support duties, across all departments, preparation, processing, and maintenance of fiscal and accounting records and transactions; produces, balances, and maintains both manual and computerized accounting and financial records; receives, documents, and deposits payments made and; performs general office support duties; performs related duties as assigned.

Accounting Technician I is the entry-level classification in the accounting support series. Initially under close supervision, incumbents learn and perform routine fiscal support duties related to the preparation, processing, and maintenance of statistical, financial, billing, collections, and related records. As experience is gained, assignments become more varied, complex, and difficult and close supervision and frequent review of work lessens as an incumbent demonstrates skills to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgement in matters related to work procedures and methods.

Accounting Technician II is the fully qualified journey-level classification in the accounting support series. Incumbents at this level are distinguished from the I-level by the performance of the full ranges of duties as assigned, working independently, and exercising judgement and initiative. Positions 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. Incumbents may assume specialized responsibility. All positions require the ability to understand and apply fundamental fiscal, financial, statistical and accounting concepts and terminology.

Supervision Received and Exercised

General direction is given by the Director of Administrative Service or delegated within the Department. No direct supervision of staff is exercised by members of this classification.

Essential Duties - *The following duties are typical for this position. Depending upon the assignment, the employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address District needs and changing business practices. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.*

- Performs a variety of fiscal support duties related to accounts payable, purchase orders, accounts receivable, and/or department specific technical accounting duties, including posting, balancing, adjusting, reconciling, and maintaining manual and computerized account and financial records according to established policies and procedures.
- Assist with compilation of supporting information for the annual audit.
- Assists customers, departments, and employees by providing answers and information regarding specific account information, discrepancies, general accounting procedures, and/or department specific issues and problems; researches issues regarding transactions; and updates related files and departments on action items.
- Performs billing for water and wastewater services, including calculations and special billings.
- Coordinates with Customer Service for reconciliation of current payment status and prepares the computer file for printing and issuing utility bills, reminder notices, and door tags.
- Provide back up support to customer service.
- Establish and maintain an effective and cooperative working relationship with coworkers through knowledge of work, personal and professional conduct, and good judgment.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Perform related duties as assigned or required for the ongoing operation of the District's business.
- Preparing and distributing 1099 forms on an annual basis as well as other forms and reports required by law.
- Receiving vendor inquiries via telephone, fax or mail; and resolves any issues, problems or requests.

Qualifications - *Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying.*

Knowledge of:

- Principles, terminology and practices of financial and accounting document processing and record keeping, including accounts payable, accounts receivable, and general ledger.
- Basic principles and practices of fund accounting.
- Computer applications related to the work, including word processing (Microsoft WORD) and spreadsheet (Microsoft EXCEL) applications.
- Records management principles and practices.

- Techniques for dealing effectively with the public, vendors, contractors and District staff, in person and over the telephone.
- Principles and practices of effective customer service.
- Standard business practices such as letter writing, report writing, preparing informational materials in visual formats.
- English language usage, spelling, grammar, and punctuation.

Ability to:

- Perform detailed accounting and financial office support work accurately and in a timely manner.
- Establish, maintain and research files; paper or electronically.
- Make accurate mathematical, financial and statistical computations.
- Use initiative and independent judgment within established procedural guidelines.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Perform general office support duties such as opening and routing mail; preparing correspondence; duplicating and distributing various written materials.
- Problem solve – computer issues, records research, and customer needs.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Plan, coordinate, and organize work to meet deadlines with accuracy, thoroughness, and attention to detail.
- Work independently and prioritize multiple tasks often under time constraints and with limited supervision.
- Read, understand and carry out written and oral directions in a clear, concise, and consistent manner.
- Operate a variety of automated office machines typical of a work environment such as a multi-function printer/copier/scanner machine, and fax machine.
- Operate a computer for the effective operation of the Department including word processing, database, spreadsheet, e-mail, internet and an integrated accounting software package.
- Communicate clearly and concisely both orally and in writing with District staff, co-workers, consultants and the public in one-to-one and group settings.
- Preparing journal entries, schedules and reconcile reports to the general ledger.
- Performing analysis, research, journal entries and schedules during year-end closing and research.
- Recording and verifying a variety of financial transactions, preparing and maintaining records and a variety of periodic and special financial, accounting and statistical reports, including sales tax reports.

Education and Experience – Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying:

Accounting Technician I:

- Equivalent to graduation from high school, supplemented by coursework related to bookkeeping, basic accounting and related computer applications.
- Three (3) to five (5) years of experience in processing financial documents, maintaining financial or accounting records, or performing billing and collections.
- Government accounting experience is highly desirable.

Accounting Technician II:

- An Associate's Degree from an accredited college or university with major coursework in accounting or a related field. A Bachelor's Degree is desirable.
- Seven (7) years of experience in bookkeeping and accounting, including knowledge and experience with general ledger, general journal entries, and cost accounting analysis.
- Government accounting experience is highly desirable.

Physical Requirements

While performing the duties of this job, the employee is regularly required to sit at a desk and in meetings for long periods of time, on a continuous basis; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation with fingers; reach with hands and arms; use a telephone or other electronic communication devices; stand for long periods of times; communicate orally and through written means; use standard office equipment such as computers, copiers, and FAX machines; write or use a keyboard to perform assigned duties; bend, squat, stoop, crouch, climb, kneel and twist while checking equipment; occasionally climb stairs, stoop, kneel, crouch, or walk and/or stand on slippery surfaces; occasionally lift and/or move up to 25 pounds; hearing and vision within normal ranges with or without correction. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

Work is generally carried out in a typical office setting. While performing the duties of this job, the working conditions are those of a typical office environment, with temperatures occasionally too warm or too cold, moderate noise levels and under lighting conditions typical of an office. Travel may be necessary on an occasional basis via District vehicle (or may request to use personal vehicle) for District related duties and activities.

Additional Requirements

- 18 years of age
- Valid California Driver's License issued by the California Department of Motor Vehicles.
- Eligible to work in the United States.