SOUTH COAST WATER DISTRICT

ACCOUNTING TECHNICIAN I/II

DEFINITION

Under direct or general supervision, assists other finance personnel in performing a wide variety of responsible clerical and technical accounting duties in the preparation, maintenance, and processing of accounting records and financial transactions, including accounts payable and purchasing; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from the Director of Finance. No direct supervision of staff is exercised. May exercise technical and functional direction over lower-level staff.

CLASS CHARACTERISTICS

Accounting Technician I: This is the entry-level class in the paraprofessional accounting technician series. Initially, under direct supervision, incumbents perform work in purchasing and/or accounts payable, in addition to performing a variety of record keeping, reconciliation, and accounting support activities. As knowledge and experience are gained, the work becomes broader in scope, assignments are more varied and are performed under more general supervision. This class is alternately staffed with the Accounting Technician II and incumbents may advance to the higher-level class after gaining the knowledge, skills and experience that meet the qualifications for and demonstrating the ability to perform the work of the higher-level class.

Accounting Technician II: This is the journey-level class in the paraprofessional accounting technician series. Incumbents are cross-trained to perform the full range of technical work in all of the following areas: purchasing and/or accounts payable, in addition to performing a variety of record keeping, reconciliation, accounting support activities. This class is distinguished from Senior Accounting Technician in that the latter is the advanced journey-level class in the series and performs the most complex technical accounting support duties.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Duties may include, but are not limited to, the following:

- Maintains the daily financial records on utility accounts, including performing data entry, maintaining receipt records according to prescribed guidelines, printing and auditing reports, entering field data, preparing and balancing invoices, and preparing work orders.
- Assists other finance personnel in performing a variety of technical accounting duties in the preparation, maintenance and processing of accounting records and financial transactions including accounts payable and purchasing functions.
- Verifies, posts and records a variety of financial transactions; prepares and maintains spreadsheets, records and a variety of periodic and special financial and accounting reports.
- Enters and retrieves information using standard word processing and spreadsheet software.
- Reconciles transactions and data as directed; records changes and resolves differences, maintains the accuracy of basic accounting and financial records related to the assigned functional area; handles cash transactions.
- Assists customers, departments, and employees by providing answers and information regarding specific account information, discrepancies and/or basic accounting procedures; and updates related files and departments on action items.
- Generates and assists in the preparation of monthly, quarterly, and year-end financial, summary and technical reports, as directed.
- Prepares reports for the County Health Department and Regional Board regarding sewage spills.
Coordinates the production and distribution of water analysis reports to County and State Health Departments.

Sends invoices for analysis of samples performed in the District laboratory.

Dispenses and reconciles petty cash; balances treatment plant accounts.

Performs general office support duties such as filing and record keeping, prepares correspondence.

Assists professional accounting staff with special projects as required.

Provides assistance to front desk as needed including answering switchboard.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Terminology and practices of financial and accounting document processing and record keeping, including accounts payable and purchasing.
- Modern office practices, methods and computer equipment.
- Computer applications related to the work, including word processing and spreadsheet applications.
- Records management principles and practices.
- Business arithmetic and statistical techniques.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

Ability to:

- Perform detailed accounting and financial office support work accurately and in a timely manner.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Interpret, apply and explain policies and procedures.
- Compose correspondence and reports independently or from brief instructions.
- Establish, maintain and research files.
- Make accurate arithmetic and financial computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Organize own work, set priorities and meet critical time deadlines.
- Operate modern office equipment including computer and handheld equipment and software programs.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Accounting Technician I - One (1) year of responsible clerical experience.

Accounting Technician II - In addition to the above, two (2) years of experience in processing financial documents, or maintaining financial or accounting records.

Training:
Accounting Technician I/II - Equivalent to the completion of the twelfth (12th) grade.

License or Certificate:

➢ Valid California class C driver’s license with satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

The specific statements shown in each section of this classification description are not intended to be all-inclusive. They represent the essential functions and minimum qualifications necessary to successfully perform the assigned functions. Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.