SOUTH COAST WATER DISTRICT

SENIOR ACCOUNTING TECHNICIAN

DEFINITION

Under general supervision, performs complex and difficult paraprofessional duties related to general accounting work and accounts payable processing; maintains District financial accounts and records and assists in the preparation of financial reports and analyses; provides responsible technical and clerical accounting support to professional staff; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of Finance. May exercise technical and functional direction over lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey-level class in the paraprofessional accounting series that performs the full range of accounts payable processing, in addition to performing a variety of financial record keeping, reconciliation and report preparation activities. While employees 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, work is still reviewed regularly by assigned management and/or supervisory staff. This class is distinguished from the Accountant series in that the latter is a professional level requiring extensive experience in accounting, finance or a related field, and/or completion of a four-year degree.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

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

- Performs complex paraprofessional accounting and financial office support work related to preparing accounts payable; assists with preparing various reports and special projects as assigned.
- Processes invoices for payment in accordance with District policies and procedures; ensures timely processing to receive vendor payment discounts; verifies the accuracy of received orders and vendor invoices; reconciles and resolves discrepancies in supporting documentation and vendor invoice errors; answers questions from departments and vendors.
- Participates in the data entry of invoices and daily maintenance of vendor records; ensures computer matches of data; generates vendor payment files and maintenance of vendor databases; generates the weekly preparation of payment checks and verifies totals.
- Reviews accounts payable payment packets to ensure documentation and supporting materials are complete and accurate; reviews and processes check requests for professional and other services; researches and responds to vendor inquiries regarding payment status; determines the need to prepare manual checks; investigates and resolves accounts payable problems and unusual situations.
- Participates in developing accounts payable and other similar procedures; prepares month end journal entries and assigned account reconciliations.
- Provides direction, guidance and training to other employees performing accounts payable and other accounting support duties; assist with cross training of Finance department staff on the accounts payable function.
- Assists with the storage and archiving of accounts payable payment packages and records in accordance with established records retention schedules.
- Audits and verifies information, including source data as well as manual and computer-produced reports.
- Interprets and applies within District policy Federal, State and local laws and regulations concerning financial and statistical transactions and reports.
Completes data entry for ledgers and statistical records; prepares reports from spreadsheets summarizing information and financial records.

Balances and posts cash receipts, payments and registers; and balances various other statistical and financial transactions with source documents and controls.

Provides information to the public or District staff requiring the use of judgment and the interpretation of rules or procedures; prepares correspondence independently to answer questions, request information, or provide explanations.

Performs a variety of general office support work such as organizing and maintaining various files, typing correspondence, reports, forms, and specialized documents; proofreads and checks materials for accuracy, completeness and compliance with District and department policies and regulations.

Orders and maintains postage meter supplies; replenishes credit balance; and acts as contact for repairs and maintenance.

Prepares and maintains computerized financial spreadsheets on a personal computer Performs related duties as assigned.

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QUALIFICATIONS

Knowledge of:

- Terminology and practices of financial and accounting document processing and record keeping.
- Record keeping, information processing requirements and rules and policies related to general accounting functions.
- Computerized finance systems and computer software and systems related to accounting processes.
- Applicable Federal, State and local regulations, policies and procedures of fiscal record keeping and accounting.
- Principles and practices of auditing accounts payable and other accounting and finance documents.
- Record keeping and filing principles and practices.
- Modern office practices, methods and computer equipment.
- Computer applications related to work, including word processing and spreadsheet software.
- 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.
- Prepare financial reports and maintain ledgers and journals through the use of spreadsheets and/or word processing.
- Review financial documents for completeness and accuracy.
- Interpret, apply and explain a variety of Federal, State and local regulations, policies and procedures of fiscal record keeping and accounting.
- Perform responsible and difficult account entry and record keeping work.
- Analyze data and draw logical conclusions; identify and troubleshoot problems.
- Learn prescribed formulas for calculation and reconciliation of assigned functions; perform mathematical calculations with speed and accuracy.
- Perform a variety of processing/record keeping clerical functions; accurately compare, proofread, and verify lists of names and numbers.
- Make accurate arithmetic, financial and statistical computations.
- Maintain accurate records and files.
- Organize own work, set priorities and meet critical time deadlines.
- Operate modern office equipment including computer 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:**

Five (5) years of increasingly responsible paraprofessional accounting experience, preferably with a municipal agency.

**Training:**

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, push, and 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.*