

ACCOUNTING TECHNICIAN

Definition

Under supervision, to perform a wide variety of statistical and fiscal recordkeeping support related to the processing and maintenance of District financial data and reports. This is a fully experienced job with minimal guidance and supervision in the area of accounts payable and job costing.

Examples of Important & Essential Duties

- Interact in a positive manner with co-workers and the public
- Gathers, assembles, tabulates, checks, verifies, and files financial data
- Processes documents involved in financial transactions and financial recordkeeping
- Responsible for vendor payments and other claims against the District
- Audit invoices and match with purchase orders to insure correct billing
- Allocate purchases to proper accounts and codes payments
- Maintains subsidiary ledgers; and statistical and financial logs and reports
- Researches information and makes adjustments to various financial and statistical information
- Compile and tabulate data for job costing
- Completes various tax forms and reports
- Operates fiscal recordkeeping software
- Answers public inquiries about billing and payment problems
- Keeps records and prepares reports regarding data processing services and functions
- Assist in Customer Service functions
- May be backup for other positions
- Performs related duties and special assignments as directed

Typical Physical Activities

- Communicates orally with District management, co-workers, and the public in face-to-face, one-to-one and group settings
- Regularly uses a telephone for communication
- Uses office equipment such as computer terminals, copiers and FAX machines
- Sits for extended time periods
- Hearing and vision within normal ranges
- May drive vehicle in conducting District business

Related & Essential Qualifications

Knowledge of:

- Customer service procedures and the handling of complaints
- Current methods, practices, and terminology used in governmental fund accounting; computer systems; inventory and job costing; auditing and budgeting principles
- Computer hardware, software, and ten-key proficient
- Computerized accounting and service information systems
- Principles and practices of data processing systems, scheduling, and equipment utilization
- Computerized management information and fiscal systems

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Develop knowledge of:

- Water delivery and distribution systems
- Principles and methods used in reading meters
- District policies and regulations regarding the fiscal operations of the District
- Geography of the District and the location of District facilities
- District billing practices and fiscal recordkeeping methods and possible efficiencies

Ability to:

- Perform a variety of difficult and sensitive administrative functions regarding the finances of the District
- Research and evaluate information regarding customer service and payment problem
- Analyze and evaluate customer complaints
- Make arithmetic calculations quickly and accurately
- Skillfully use computerized accounting and customer information systems and software
- Follow oral and written directions
- Talk to and interview others to obtain or exchange information
- Prepare and organize a variety of information; provide oral and written reports
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public
- Arrive at work as required

Desirable Qualifications:

Any combination of education and/or experience that has provided the knowledge, skills, and abilities for acceptable job performance.

A typical way to obtain the knowledge and abilities would be:

Accounting Experience: Three years of general accounting experience in performing financial and statistical recordkeeping support work.

Education: A desirable candidate will have an Associate's degree in Accounting or a related field from an accredited college or university. Education should include training in advanced mathematics, and computer and database processing systems and software.

License Certificate Registration Requirement:

Driver License: Possession of a valid appropriate California driver's license, Class C, issued by the State Department of Motor Vehicles. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile insurance rates.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.