



## ACCOUNTING TECHNICIAN

### CLASSIFICATION SPECIFICATION

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**FLSA STATUS:** Non-Exempt

**BARGAINING UNIT:** General

#### **JOB SUMMARY**

Works under supervision to perform a wide variety of reporting, statistical, and fiscal recordkeeping support related to the processing and maintenance of District financial data, reports, and accounting functions. Performs related duties, as assigned.

#### **DISTINGUISHING CHARACTERISTICS**

The Accounting Technician is a journey to advanced-level position that completes accounts payable job costing, and payroll processing duties. This class is a discrete classification responsible for performing accounting tasks and assignments. Incumbents regularly work on routine tasks of financial record keeping related to maintaining and checking financial and statistical records, and perform other related duties as required.

#### **WORK SCHEDULE**

The regular work hours for employees in office positions shall be seven and one-half (7½) hours scheduled between 8:30 A.M. and 5:00 P.M. with one (1) hour off for lunch. Flexible schedules must be worked out to attain 75 hours of work during each two week pay period

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY)**

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

- Gathers, assembles, tabulates, checks, verifies, researches, and files financial and statistical data, as well as processes documents involved in financial transactions and financial recordkeeping using relevant software
- Responsible for working directly with vendors to guarantee payment, auditing, tracking, and assigning invoices, reconciling purchase orders to ensure correct billing, and managing any additional claims against the District.
- Assists in day-to-day functions and operations of the Customer Service unit; may provide backup to other District positions.
- Compiles and tabulates data for job costing; completes various tax forms and reports.
- Maintains subsidiary ledgers and statistical and financial logs and reports.
- Answers public inquiries about billing and payment problems
- Performs related duties and special assignments as directed.

**Knowledge of:**

- Broad overall District operations at a basic level including water delivery and distribution system.
- Applicable District policies, regulations, and standard operating procedures regarding the fiscal operations of the District, District billing practices, fiscal recordkeeping, and water meter readings.
- Generally accepted accounting principles, standards, and practices (for example, double entry accounting, accrual accounting), including the full accounting cycle and the preparation of work sheets, financial statements, ledgers, and journals.
- Basic principles, practices, and methods of financial management including requisitions, apportionments, allotments, investments, fiscal management, activity reporting, and fiscal year guidelines.
- Geography of the District and the location of District facilities.

**Ability to:**

- Work with clients, customers, external stakeholders, and the public to assess their needs, provide information or assistance, establish and maintain relationships, resolve their problems, or satisfy their expectations; understand and apply District practices, policies, and services; provide quality services.
- Express information to individuals or groups effectively, considering the audience and nature of the information; make clear and convincing oral presentations; listen to others, attending to nonverbal cues and responding appropriately.
- Prepare written communications, reports, and presentations in a clear, concise, organized, manner for the intended audience.
- Use applicable computers, software applications, databases, telephones, other office equipment and automated systems to accomplish work.
- Follow oral and written directions.
- Perform arithmetic calculations quickly and accurately.
- Demonstrate regular and predictable attendance.

**DESIRABLE QUALIFICATIONS**

**Education and Experience:**

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

**Education:**

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.

**Experience:**

Three (3) years of general accounting experience in performing financial and statistical recordkeeping support work.

**Required License, Certificate or Training:**

- Possession of an appropriate California operator's license 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 a two (2) year duration. The driving record will not contribute to an increase in the District's automobile rates.

**WORK ENVIRONMENT**

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Upon request, reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions of the job.

- Primarily inside an office environment at a desk for extended periods of time.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Upon request, reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

- Regularly required to use hands and fingers to handle or feel.
- Frequently required to talk, hear, and to sit and reach with hands and arms.
- Sometimes required to stand, walk, climb, balance, stoop, kneel, crouch or crawl.
- Occasionally lifts and moves objects up to 25 pounds such as large binders, books, and small office equipment.
- Occasionally required to operate a motor vehicle in performance of job duties.
- Hearing within normal range
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**HISTORY:**

- Revision date: September 2008, August 2023
- Approval/Adoption date: December 18, 2024