



Accounting Technician

DEFINITION:

Under direction, performs a variety of clerical and technical accounting duties in connection with accounts receivable and accounts payable duties including preparation of utility bills and posting payments; provides customers and title companies with information regarding utility billing and amounts owed; and assists in payroll processing.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from assigned management and supervisory staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS:

This is a fully qualified journey-level classification. Positions at this level perform the full range of duties as assigned, working independently. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures of the work unit.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only):

Reasonable accommodations may be made, on a case-by-case basis, to enable individuals with disabilities to perform the essential functions of the job.

- Participates in a variety of accounting activities, including accounts payable, accounts receivable, payroll, audit of bills and invoices, balancing of cash drawer, and preparation of deposits; reviews accounting codes and posts cash receipt batches.
- Posts customer payments; reviews and resolves discrepancies.
- Processes customer monthly auto payments; reviews and updates account information as needed.
- Sets up new accounts and processes transfer of ownership of existing customer accounts as needed.
- Enters and posts adjustments to customers' accounts including; transfer of ownership fees, delinquent account fees and other account services fees.
- Runs delinquent customer reports and determines dollar amount of tax liens to submit to the County annually; verifies property ownership and prepares adjustment forms for each account breaking out charges across service categories.
- Enters and retrieves information and data using standard word processing and spreadsheet software, as well as accounting, and other related electronic information systems specific to the department to which assigned.
- Reviews payroll entries made by accounting staff and indicates any discrepancies found; serves as the back-up for performing payroll processing.
- Assists customers, departments, and employees by providing answers and information regarding specific account information, discrepancies, and/or department specific issues and problems; researches issues regarding specific transactions; and updates related files and departments on action items.
- Assists supervisor(s) with special projects as required.
- Observes and complies with District and mandated safety rules, regulations, and protocols.

- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Any Combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. A typical combination includes:

EDUCATION AND EXPERIENCE:

Equivalent to completion of the twelfth (12th) grade supplemented by specialized training or coursework in bookkeeping or accounting, and four (4) years of experience providing technical support to an accounting program.

Completion of college level accounting courses is desirable.

KNOWLEDGE OF:

- Business arithmetic techniques.
- Principles and practices of payroll processing.
- District and mandated safety rules, regulations, and protocols.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

ABILITY TO:

- Review, audit and record billing transactions.
- Maintain accurate and current billing records.
- Audit and reconcile customer and vendor account balances.
- Perform payroll processing tasks.
- Make thorough and accurate arithmetic computations.
- Enter and retrieve data from a computer with enough speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

LICENSES AND CERTIFICATIONS:

- Possession of a valid driver's license along with a driving record acceptable to the District and the District's insurance carrier.

TOOLS AND EQUIPMENT USED:

Personal computer, including word processing, spreadsheet, database, fax, copy machine, calculator; check scanner; phone; cell phone.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with the Americans with Disabilities Act (ADA) requirements. Reasonable accommodations may be made, on a case-by-case basis, to enable individuals with disabilities to perform the essential functions.

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 and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer 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 20 pounds.

ENVIRONMENTAL CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 enforcing departmental policies and procedures.