



February 2019
FLSA: Non-Exempt

ACCOUNTING TECHNICIAN I/II (6 STEPS)

DEFINITION

The Accounting Technician I/II position performs responsible accounting and administrative work related to the preparation, processing, maintenance, verification and reconciliation of Finance Department transactions such as accounts receivable, accounts payable, payroll, fixed assets, purchasing, bidding, inventory, financial records and reports, statistical records, special projects as assigned, and related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

This position reports to and receives general supervision from the Finance Supervisor.

CLASS CHARACTERISTICS

Accounting Technician I is the entry-level class in the technical accounting series. Incumbents in this class perform a wide variety of standard to moderately difficult tasks in accounting and are responsible for providing assistance to higher-level accounting staff on more difficult assignments related to these tasks to become increasingly knowledgeable and able to carry out a variety of assignments independently.

Accounting Technician II is the journey-level class in the technical accounting series. Under direction, incumbents perform the full range of assigned duties in the accounting technician function with a strong understanding of governmental accounting, Excel, advanced knowledge of processes and impact on general ledger accounts. This class differs from the lower-level class in the skill level required and the complexity, variety of assigned tasks and independence with which work is performed.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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.

All duties are considered essential functions.

- Process accounts receivable, accounts payable, allocations, payroll, fixed assets, purchasing and inventory records; prepare related invoices, payments, deposits, cost reimbursements, grants, etc.
- Review accounting and financial documents to ensure accuracy of information and calculations, make correcting entries; and examine supporting documentation to establish proper authorization and conformance with contracts/agreements, policies and regulatory requirements.
- Maintain accurate records and files.
- Perform routine clerical duties as required, such as data-entry and filing.
- Prepare a variety of reports, correspondence, spreadsheets, and other written materials.
- Conduct and participate in special projects as required.
- Prepare maintain, and reconcile general ledger accounts; prepare trial balances and financial reports using computerized and manual systems.
- Prepare related tax payments and reporting; sales tax, 1099 statements, payroll taxes and W-2s.
- Conduct and prepare annual physical inventory of parts and supplies; completes documentation for audit.

- Maintain District credit card program.
- Assist with preparation of audit and budget schedules and reports; respond to auditor questions and requests for information.
- Respond to inquiries from internal staff, customers, vendors, auditors, and regulatory agencies.
- Organize, maintain and monitor accounting records retention series for assigned functions.

QUALIFICATIONS

Knowledge of:

- General accounting theory, principles, and practices, and their application to a wide variety of accounting and fiscal transactions.
- Laws, ordinances, and regulations relevant to assigned areas of responsibility.
- Terminology and practices of financial and accounting document processing and record keeping, including payroll, accounts payable, accounts receivable, purchasing, and the general ledger.
- District procurement policies and procedures.
- Basic principles and practices of contract administration.
- Computerized accounting and electronic data processing procedures, methods and equipment.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Apply general accounting principles.
- Analyze accounting and financial data generated by a computerized finance system.
- Prepare and maintain clear, accurate, and concise statistical, accounting, and financial records and reports.
- Ability to understand, interpret, and apply complex guidelines.
- Learn and effectively apply District policies, procedures and practices.
- Understand and carry out oral and written instructions.
- Communicate with irate or difficult people.
- Accept constructive criticism from management, co-workers, and subordinate employees.

Education and Experience:

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

Completion of one year of accredited college or certification programs with major coursework in accounting, bookkeeping, finance or closely related field(s) that would provide the required level of understanding to perform job functions.

One year of progressively responsible experience performing financial accounting relevant to the work. An Accounting Technician I may be considered for advancement to Accounting Technician II after demonstrating proficiency to perform the full range of duties of the latter class. Typically, an Accounting Technician I is expected to be capable of meeting the proficiency criteria within a 24-month period. Appointment may be made to Accounting Technician II if prior experience is comparable or greater than two years satisfactory experience as an Accounting Technician I or higher. Experience in a public agency is desirable.

Licenses and Certifications:

Must possess a valid California Class C Driver's License at the time of employment. The ability to drive District vehicles is a specific requirement for this position. For that reason it is the employee's responsibility to maintain a driving record that is acceptable to the District's insurance carrier or be subject to dismissal.

[Minimum Eligibility Standards for District Vehicle Insurance Coverage](#)

PHYSICAL DEMANDS

[LINK to Accounting Technician Physical Demands](#)

While performing the duties of this job, employees are regularly required to sit; talk or hear, both in person and by telephone; and repetitively use hands or wrists to operate or handle office equipment; and reach with hands and arms. Employees are frequently required to stand and walk. Specific vision abilities required by this job include close vision and the ability to adjust focus. While performing the duties of this jobs, employees are regularly required to use written and oral communication skills; read and interpret data and information; use math and mathematical reasoning; analyze and solve problems; learn and apply new information; perform highly detailed work on multiple, concurrent tasks; meet deadlines; and work with interruptions.

WORKING CONDITIONS

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.

ADDITIONAL INFORMATION

Disaster Service Worker:

Employees of Vallejo Flood and Wastewater District are, by State and Federal law, Disaster Service Workers. In the event of a declaration of emergency, any employee may be assigned activities which promote the protection of public health and safety or the preservation of lives and property either at the District or within the local area, or your own community.