



# USUAL & CUSTOMARY JOB ANALYSIS/DESCRIPTION

<b>JOB TITLE:</b>	<b>Accounting Technician I/II</b>
<b>DEPARTMENT:</b>	<b>Finance</b>
<b>EMPLOYER:</b>	<b>Vallejo Sanitation and Flood Control District</b> <b>450 Ryder Street, Vallejo, California 94590</b>
<b>DATE PREPARED:</b>	<b>1/15/2004</b>
<b>WORK SCHEDULE/HOURS:</b>	<b>9-80 work schedule, 4-5 days per week, 8-9 hours per shift.</b>
<b>EMPLOYEE:</b>	
<b>D/I:</b>	
<b>CLAIM NUMBER:</b>	

Employer's Business: The employer, Vallejo Sanitation and Flood Control District, is a government agency responsible for the collection and treatment of wastewater from the sanitary sewer system and the protection from storm water.

## Essential Functions

### Overview:

To perform routine accounting work related to the preparation, maintenance and reconciliation of Finance Department transactions such as, accounts receivable, accounts payable, payroll, fixed assets, purchasing and inventory, financial records, statistical records, and the production of detailed reports; special projects as assigned; and performs related work as required. All duties are considered essential functions. There are no marginal functions for this position.

- The employee maintains accurate records and files.
- The employee performs routine clerical duties as required, such as data-entry and filing.
- The employee prepares a variety of reports, correspondence, spreadsheets, and other written materials.
- The employee conducts and participates in special projects as required.
- The employee processes utility billings and miscellaneous accounts receivables; prepares billings for a variety of District related fees, service charges, cost reimbursements, intergovernmental grants, etc.; prepares deposits, records payments and follows up on overdue accounts.
- The employee prepares annual lien worksheet for submission to the County of Solano for collection.
- The employee prepares and maintains control and subsidiary ledgers; prepares trial balances and financial reports using computerized and manual systems as related to the work.
- The employee reconciles accounts receivable ledgers, allocating payments to appropriate accounts.
- The employee reconciles general ledger accounts with various subsidiary ledgers related to the work.
- The employee maintains and regularly updates the Customer Information System database for various attributes and purposes.
- The employee processes accounts payable; reviews documents for approval and receipt of delivery; enters data into an on-line computer system and produces vendor payments weekly.

- The employee reviews accounting and financial documents to ensure accuracy of information and calculations and makes correcting entries; examines supporting documentation to establish proper authorization and conformance with contracts and other agreements, policies and appropriate regulations.
- The employee prepares and maintains control and subsidiary ledgers; prepares trial balances and financial reports using computerized and manual systems as related to the work.
- The employee reconciles accounts payable ledgers, allocating expenses to appropriate accounts.
- The employee reconciles general ledger accounts with various subsidiary ledgers related to the work.
- The employee prepares quarterly sales tax reports and annual 1099 statements as applicable.
- The employee maintains and periodically updates vendor database for various attributes and purposes.
- The employee processes payroll, including preparing payroll payments, calculating federal and state taxes, preparing payments to insurance and other benefit carriers and preparing period reports for submission to appropriate agencies; prepares annual W-2 statements for employees.
- The employee maintains shadow software systems for Automatic Clearing House payments for payroll and benefits.
- The employee processes non-routine payroll for events such as employee separations and sick buyout.
- The employee maintains employee total cost rate schedules for use when billing labor costs; prepares labor cost worksheets for use with workers' compensation insurance.
- The employee reconciles general ledger accounts with various subsidiary ledgers related to the work.
- The employee maintains and regularly updates the employee payroll database for various attributes and purposes.
- The employee processes the purchase and construction of fixed assets in coordination with purchasing; prepares contractor payment worksheets to identify amounts for payment and retention.
- The employee prepares and maintains control and subsidiary fixed asset ledgers; prepares financial reports using computerized and manual systems as related to the work.
- The employee records fixed asset additions and retirements, runs depreciation and prints reports.
- The employee monitors fixed assets for disposal, maintains list and administers disposition.
- The employee -accurately maintains detailed fixed asset records and files, including vehicle documents.
- The employee maintains and regularly updates the fixed asset database for various attributes and purposes.
- The employee reviews and processes department purchase orders/requisitions.
- The employee solicits quotations, compares costs and evaluates quality after determining specifics of needed.
- The employee assists departments with preparing production specifications and cost estimates.
- The employee administers bids for materials, supplies and equipment purchases.
- The employee places orders; receives and inspects goods; processes packing slips; follows up on and resolves overdue shipments and discrepancies in costs, quantities or items delivered.

- The employee administers contracts; tracks and monitors all District contracts for compliance with terms, not-to-exceeds, covenants, etc. Notifies departments of problems found, expiration and renewal.
- The employee initiates out-going shipments with postal delivery services and otherwise as applicable.
- The employee maintains and periodically updates diversified purchasing sources database for various attributes and purposes; actively seeks purchase discounts where possible.
- The employee maintains and periodically updates vendor files for new vendors, credit terms, name changes, pay-to addresses, W-9 forms, etc.
- The employee maintains inventories of repair parts and supplies in the on-line computer system.
- The employee maintains the District central stores of repair parts and supplies.
- The employee works with purchasing to ensure proper coding to inventory or directly expensed.
- The employee prepares inventory reports to monitor levels and reordering; monitors inventory cost file for proper interim or year-end valuation; monitors inventory turnover to identify stale items.
- The employee conducts and prepares annual physical inventory of repair parts and supplies.
- The employee reconciles general ledger accounts with various subsidiary ledgers related to the work.
- The employee monitors fuel tank levels, gasoline and diesel, and submits reorder calculation to purchasing as necessary. Prepares diesel fuel sales taxes reports and filings as necessary.
- The employee utilizes a copier to make copies, as needed. This entails opening the copier door in an upward/downward motion (exertion <5 lbs.), placing the paperwork on the copier and pressing a button to activate the copier. Alternatively, the employee places a stack of papers on a document holder and presses a button to activate.
- The employee retrieves and sets paperwork/files in and out of file cabinet drawers.
- The employee utilizes a fax machine, as needed. This includes setting individual papers in the fax machine, dialing the desired telephone numbers and pressing a button to activate the fax.
- The employee utilizes a computer keyboard, mouse, and views a monitor to enter/retrieve information including e-mail correspondence, completing reports etc.
- The employee utilizes a writing utensil to complete notes during meetings and paperwork.
- The employee utilizes a telephone handset to make or retrieve phone calls, as needed. This includes utilizing the handset and when making calls pressing 7 to 10 buttons to make a call.
- The employee operates a district vehicle to travel to and from district properties, approximately two times per month. Includes ascending one step, maneuvering a steering wheel, pressing 2 foot pedals in conjunction with using a cushioned seat.

## Minimum Qualifications

### EDUCATION & EXPERIENCE

- Equivalent to completion of one year of accredited college or certification programs with major coursework in accounting, bookkeeping, payroll, business management, purchasing and procurement, public administration or closely related fields relevant to the work.
- One year of experience in accounting, bookkeeping, payroll, business management, purchasing and procurement, public administration or closely related fields relevant to the work. Advancement to Accounting Technician II occurs after two years satisfactory experience as an Accounting Technician I and upon recommendation of the Finance Director. 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. Experience in a public agency is desirable.

### KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of principles and practices of general and proprietary fund accounting related to the work.
- Knowledge of principles and practices of auditing financial documents and records.
- Knowledge of financial recordkeeping and bookkeeping practices and techniques.
- Knowledge of practices and requirements for processing complex payroll in a public agency.
- Knowledge of basic principles of public agency purchasing.
- Knowledge of codes and regulations related to the work.
- Knowledge of computer applications related to the work.
- Knowledge of standard office practices and procedures, including filing and the operation of standard office equipment.
- Knowledge of correct Business English, including spelling, grammar and punctuation.
- Knowledge of techniques for dealing with the public, in person and over the phone.
- Skill in interpreting, explaining, and applying principles and practices of general and proprietary fund accounting related to the work.
- Skill in understanding and applying purchasing practices in a public agency related to the work.
- Skill in reviewing financial documents for completeness and accuracy.
- Skill in interpreting, applying and explaining applicable laws, codes and regulations.
- Skill in maintaining accurate accounting and financial records and preparing accurate and timely reports.
- Skill in developing accounting and financial control and reporting processes and forms.
- Skill in using initiative and independent judgment within established procedural guidelines.
- Skill in making accurate arithmetic calculations.
- Skill in entering data into an on-line computer system with speed and accuracy.
- Skill in establishing and maintaining effective working relationships with those contacted in the course of the work.
- Must be able to communicate with irate or difficult people
- Must be able to accept constructive criticism for management, co-workers, and subordinate employees.

### LICENSE(S)

- Must possess a valid 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.

### Physical Demands

For the purpose of determining frequency of activity, this job analyst refers to an eight-hour workday.

<b>STANDING</b>	<b>Frequency:</b> <b>Duration:</b> <b>Surfaces:</b> <b>Associated Tasks:</b>	Less than ½ hour to 1 hour. Seconds to less than 15 minutes at a time. Carpet, tile, and on a rare occasion dirt, grass and gravel. Communicating with customers at the front counter, utilizing office equipment, communicating with coworkers, visiting a field site to verify an existing location or building.
<b>WALKING</b>	<b>Frequency:</b> <b>Duration:</b> <b>Surfaces:</b> <b>Associated Tasks:</b>	1 to 2 hours. Seconds to less than 5 minutes at a time. Carpet, tile, and on a rare occasion dirt, grass and gravel. With in the building, to and from offices, at residential sites to verify an existing location or building.
<b>SITTING</b>	<b>Frequency:</b> <b>Duration:</b> <b>Surfaces:</b> <b>Associated Tasks:</b>	6 to 7 hours. Less than ½ hour to 1 hour at a time. Cushioned vehicle or office chair. Working at a desk station, utilizing computer, telephone, communicating with coworkers, office tasks, reading, writing.
<b>KNEELING/ CROUCHING/ SQUATTING</b>	<b>Frequency:</b> <b>Duration:</b> <b>Surfaces:</b> <b>Associated Tasks:</b>	Less than 2 times. Seconds at a time. Tile, carpet. Retrieving or setting paperwork/files on and off lower areas including shelves or drawers.
<b>CRAWLING</b>	<b>Frequency:</b> <b>Duration:</b> <b>Surfaces:</b> <b>Associated Tasks:</b>	Not a job requirement.
<b>LAYING ON BACK/STOMACH</b>	<b>Frequency:</b> <b>Duration:</b> <b>Surfaces:</b> <b>Associated Tasks:</b>	Not a job requirement.
<b>CLIMBING/ BALANCING</b>	<b>Frequency:</b> <b>Duration:</b> <b>Surfaces:</b> <b>Associated Tasks:</b>	4 times per month. Seconds at a time. Stair steps. Ascending or descending stair steps to access a 2 <sup>nd</sup> floor at a residential site.

<b>BENDING</b>		
• <b>Waist:</b>	<b>Frequency:</b> <b>Duration:</b> <b>Associated Tasks:</b>	Alternated with squatting, employee preference.
• <b>Head/Neck:</b>	<b>Frequency:</b> <b>Duration:</b> <b>Associated Tasks:</b>	2 to 3 hours. Seconds at a time. Reading, writing, and aiding visually during normal body mechanics.
• <b>Wrists:</b>	<b>Dominant Hand:</b> <b>Frequency</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Duration:</b> <b>Associated Tasks:</b>	2 to 3 hours. Less than 1 hour. Less than ½ hour. 1 to 2 hours. Seconds to less than 5 minutes at a time. Handling paperwork, office supplies, driving in conjunction with maneuvering a steering wheel and during normal body mechanics.

<b>TWISTING/ROTATING</b>		
• <b>Waist:</b>	<b>Frequency:</b> <b>Duration:</b> <b>Associated Tasks:</b>	Less than 5 minutes. Seconds at a time. Possibly while driving. The motion is center to the right back to center or center to the left back to center less than 10-degrees.
• <b>Head/Neck:</b>	<b>Frequency:</b> <b>Duration:</b> <b>Associated Tasks:</b>	Less than 1 hour. Seconds at a time. Driving a vehicle, aiding visually during normal body mechanics. The motion is from center to the right back to center or center to the left back to center up to 35-degrees.
• <b>Wrists:</b>	<b>Dominant Hand:</b> <b>Frequency</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Duration:</b> <b>Associated Tasks:</b>	Not a job requirement.

<b>UPPER EXTREMITY USE:</b>	<b>Dominant Hand:</b> [indicate LEFT or RIGHT]
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<b>REACHING</b>		
<ul style="list-style-type: none"> <li>• <b>Primary Reach Zone:</b> (elbows bent at waist level, hands in forward extension)</li> </ul>	<b>Frequency</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Duration:</b> <b>Associated Tasks:</b>	3 ½ to 4 hours. 1 ½ to 2 hours. 0 2 to 3 hours. Seconds to less than 15 minutes at a time. Utilizing a computer keyboard and mouse to enter and retrieve data.
<ul style="list-style-type: none"> <li>• <b>Above Shoulder Level</b></li> </ul>	<b>Frequency</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Duration:</b> <b>Associated Tasks:</b>	Not a job requirement.
<ul style="list-style-type: none"> <li>• <b>Between Waist and Shoulder Level</b></li> </ul>	<b>Frequency</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Duration:</b> <b>Associated Tasks:</b>	2 to 3 hours. Less than 1 hour. Less than ½ hour. 1 to 2 hours. Seconds to less ½ hour at a time. Handling office supplies, paperwork, a telephone handset, driving in conjunction with maneuvering a steering wheel.
<ul style="list-style-type: none"> <li>• <b>Below Waist Level</b></li> </ul>	<b>Frequency</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Duration:</b> <b>Associated Tasks:</b>	Alternated with squatting.
<b>PUSHING/ PULLING</b>	<b>Frequency</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Duration:</b> <b>Associated Tasks:</b>	Less than 10 times. Less than 10 times. Alternated with dominant hand. Alternated with dominant hand. Seconds at a time. Opening or closing file cabinet drawers, utilizing a dolly. Unilateral or bilateral hand use.

<b>LIFTING/CARRYING</b>		
<ul style="list-style-type: none"> <li>• <b>0 to 10 lbs.</b></li> </ul>	<b>Objects:</b> <b>Frequency</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Distance:</b> <b>Height:</b> <b>Associated Tasks:</b>	Writing utensil, paperwork, office supplies, a telephone handset. 2 to 3 hours. Less than 1 hour. Less than ½ hour. 1 to 2 hours. 0 to less than 50 feet. Ground to shoulder level. Utilizing a writing utensil, handling paperwork, files, handling office supplies, telephone handset.
<ul style="list-style-type: none"> <li>• <b>11 to 25 lbs.</b></li> </ul>	<b>Objects:</b> <b>Frequency</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Distance:</b> <b>Height:</b> <b>Associated Tasks:</b>	File box. 0 to 1 time per week. 0 0 0 to 1 time per week. Less than 10'. Ground to waist level Retrieving and relocating a file box.
<ul style="list-style-type: none"> <li>• <b>26 to 50 lbs.</b></li> </ul>	<b>Objects:</b> <b>Frequency</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Distance:</b> <b>Height:</b> <b>Associated Tasks:</b>	File box. 1 time every 3 months. 0 0 1 time every 3 months. Less than 10 feet. Ground to waist level. Retrieving and relocating a file box.
<ul style="list-style-type: none"> <li>• <b>51 to 75 lbs.</b></li> </ul>	<b>Objects:</b> <b>Frequency</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Distance:</b> <b>Height:</b> <b>Associated Tasks:</b>	Not a job requirement.
<ul style="list-style-type: none"> <li>• <b>75 to 100 lbs.</b></li> </ul>	<b>Objects:</b> <b>Frequency</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Distance:</b> <b>Height:</b> <b>Associated Tasks:</b>	Not a job requirement.
<ul style="list-style-type: none"> <li>• <b>100+ lbs.</b></li> </ul>	<b>Objects:</b> <b>Frequency</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Distance:</b> <b>Height:</b> <b>Associated Tasks:</b>	Not a job requirement.



<b>HAND DEMANDS</b>		
<ul style="list-style-type: none"> <li>• <b>Simple Grasping</b></li> </ul>	<b>Frequency:</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Duration:</b> <b>Associated Tasks:</b>	2 to 3 hours. Less than 1 hour. Less than ½ hour. 1 to 2 hours. Seconds to less than 15 minutes at a time. Driving in conjunction with maneuvering a steering wheel, handling office supplies, paperwork, a telephone handset or radio.
<ul style="list-style-type: none"> <li>• <b>Power Grasping</b></li> </ul>	<b>Frequency:</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Duration:</b> <b>Associated Tasks:</b>	0 to 1 time per week. 0 0 0 to 1 time per week. Seconds at a time. Retrieving and relocating a file box.
<ul style="list-style-type: none"> <li>• <b>Fine Manipulation</b></li> </ul>	<b>Frequency:</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Duration:</b> <b>Associated Tasks:</b>	4 to 4 ½ hours. 1 ½ to 2 ½ hours. 0 2 to 3 hours. Seconds to less than 15 minutes at a time. Utilizing a computer keyboard, pointing device, writing utensil, pressing telephone buttons to make outgoing calls.

<b>SPECIAL ENVIRONMENT</b>	<ul style="list-style-type: none"> <li>• Indoors, office setting; climate controlled</li> <li>• Outdoors, all weather conditions, as needed.</li> </ul>
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<b>MACHINES/TOOLS</b>	<ul style="list-style-type: none"> <li>• District vehicle</li> <li>• Mouse</li> <li>• Writing utensil</li> <li>• Fax machine</li> <li>• Computer keyboard</li> <li>• Copy machine</li> <li>• Monitor</li> </ul>
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**Note:** The following are not physical requirements of this job: crawling, laying on back/stomach, twisting wrist, reaching above shoulder level, power grasping.

**EMPLOYER COMMENTS:**

This Job Analysis accurately represents the duties of an Accounting Technician I/II to the best of my knowledge.

EMPLOYER CONTACT NAME:

EMPLOYER SIGNATURE:

DATE:

**EMPLOYEE COMMENTS:**

This Job Analysis accurately represents the duties of an Accounting Technician I/II to the best of my knowledge. I understand that I cannot add hours to the physical demands breakdown if the total would then be greater than the number of hours in an average workday.

EMPLOYEE NAME:

EMPLOYEE SIGNATURE:

DATE: