



San Juan Water District
9935 Auburn-Folsom Road
Granite Bay, California 95746
(916) 791-0115
www.sjwd.org

Accounting Technician I/II Position Description

Status: Non-Exempt
Supervisor: Finance and Administrative Services Manager
Effective Date: July 1, 2007

Supervision Received and Exercised

Accounting Technician I - Receives immediate supervision from the Finance and Administrative Services Manager and receives technical and functional supervision from the Accountant and/or Accounting Technician III. Does not provide supervision to others.

Accounting Technician II - Receives general supervision from the Finance and Administrative Services Manager and receives technical and functional supervision from the Accountant and/or Accounting Technician III. Does not provide supervision to others

Primary Function

To perform a variety of technical and administrative accounting and financial data transactions related to accounts payable, accounts receivable, general ledger, payroll and utility billing.

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

- Prepare and process vendor invoices; research and resolve discrepancies between vendor invoices and District purchase order; maintain invoice packet files; input checks into processing system; sort and mail checks and signed purchase orders to vendors.
- Prepare a variety of technical reports as required.
- Maintain payroll record sheets for all personnel; process timecards and general payroll records and checks; resolve timesheet and labor code discrepancies; return incorrect time records for corrections and trace missing time-cards.
- Prepare daily bank deposits; maintain records on bank deposits.
- Process new customer accounts, account changes and ownership changes.
- Maintain service order records for monthly closing; monitor and close service orders in system on a monthly basis; fill completed service orders.
- Provide backup for other Customer Service Technician and Accounting Technician positions when required.
- Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Perform related duties as assigned.

Minimum Qualifications

Accounting Technician I

Knowledge of:

- English usage, grammar, spelling and punctuation.
- Modern office practices, procedures, and equipment related to the processing and recording of financial records and transaction.
- Business math.
- General accounting theory.
- Principles and practices of customer service.

Ability to:

- Understand the organization and operation of the Finance and Administrative Services department.
- Meet and assist the public effectively.
- Organize and prioritize work activities.
- Interpret and apply administrative and departmental policies.
- Compile and maintain records and files.
- Perform basic arithmetical calculations.
- Learn to perform varied financial record keeping activities.
- Learn to use automated spreadsheets and other fiscal record keeping systems.
- Learn to perform detailed numerical work with speed and accuracy.
- Efficiently operate computers and applicable software and 10 key.
- Initiate and maintain effective safety practices.
- Establish and maintain effective working relations with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Experience and Education:

Any combination of 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:

Equivalent to graduation from high school supplemented with course work in accounting or related field.

Experience:

Six months of general office experience.

License or Certificate:

Possession of, or the ability to obtain and maintain, a California Driver's License with a satisfactory driving record. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

Accounting Technician II

In addition to the qualifications for Accounting Technician I:

Knowledge of:

- Generally accepted accounting principles and technical processes.
- Technical principles of governmental accountings.
- Department policies and operating procedures.

Ability to:

- Independently perform varied financial record keeping activities.
- Independently use automated spreadsheets and other fiscal record keeping systems.
- Perform detailed numerical work with speed and accuracy.
- Apply District policies and procedures.

Experience and Education:

Any combination of 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:

Equivalent to graduation from high school.

Experience:

Two years of experience performing duties equivalent to either a Customer Service Technician I or Accounting Technician I with San Juan Water District. Positions in this class are flexibly staffed and are normally filled by advancement from the I level if incumbents have met the minimum qualifications and have demonstrated the ability to perform the responsibilities required at the higher performance level.

License or Certificate:

Possession of, or the ability to obtain and maintain, a California Driver's License with a satisfactory driving record. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

Physical Capabilities:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform functions.

<i>Physical Requirements</i>	<i>Rarely (0-12%)</i>	<i>Occasionally (12-33%)</i>	<i>Frequently (34-66%)</i>	<i>Regularly (67-100%)</i>
Seeing				√
Hearing				√
Standing/Walking		√		
Climbing/Stooping/Kneeling		√		
Lifting/Pulling/Pushing		√		
Approximate Maximum Weight to Lift		20 Pounds		
Fingering/Grasping/Feeling				√
Describe Working Conditions	100 Percent Indoors			