



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

Accounting Technician III

Position Description

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

Supervision Received and Exercised:

Receives direction from the Finance and Administrative Services Manager and may provide technical and functional supervision over administrative support personnel.

Primary Function

To perform a variety of technical and administrative accounting and financial data transactions related to utility billing, accounts payable, payroll and human resources; to perform duties requiring specialized knowledge; and to provide administrative support to the Finance and Administrative Services Manager.

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

- Plan, prioritize and review the work of staff assigned to a variety of technical and clerical accounting duties.
- Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.
- Maintain accounting records or systems such as accounts payable, accounts receivable, cash receipts, payroll and utility billing; run, audit and review associated reports.
- Post and maintain the general ledger in accordance with account classifications.
- Prepare bank deposits; audit bank deposit receipts for accuracy.
- Reimburse the petty cash, emergency, and payroll checking accounts monthly.
- Prepare a variety of account and bank reconciliations.
- Provide and coordinate staff training; work with managers to register staff for training.
- Maintain employee enrollment in benefit programs; coordinate open enrollment; respond to payroll and benefit program questions; serve as liaison to benefit providers.
- Administer and report payroll taxes; prepare, pay, analyze, and reconcile all required payroll taxes; prepare, reconcile and file W-2s.
- Prepare a variety of reports related to payroll and benefit programs.
- Administer COBRA, leave and disability programs.
- Provide back up for other Customer Service Technician and Accounting Technician positions when required.
- Establish 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

Knowledge of:

- Principles and practices of technical and functional supervision and training.

- 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.
- Departmental policies and operating procedures related to responsibilities.

Ability to:

- Provide technical and functional supervision over assigned staff; effectively train staff.
- Perform the most complex duties related to the performance of technical accounting duties.
- Intermittently, review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff.
- On a continuous basis, sit at desk and/or stand at counter for long periods of time; intermittently twist and reach office equipment; write and use keyboard to communicate through written means.
- Understand the organization and operation of the Finance and Administrative Services Division.
- 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 and financial record keeping activities.
- Uses automated spreadsheets and other fiscal record keeping systems.
- Perform detailed numerical work with speed and accuracy.
- Efficiently operate computers and applicable software and 10 key.
- Initiate and maintain effective safety practices.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience:

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 with two semesters of college level accounting courses.

Experience: Three years of responsible journey experience equivalent to either a Customer Service Technician II or Accounting Technician II with San Juan Water District.

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			