



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

## Position Description

### Accounting Technician III

**Status:** Non-Exempt, Confidential In Nature and Non-Safety Sensitive  
**Supervisor:** Director of Finance  
**Effective Date:** March 6, 2018

#### **Supervision Received and Exercised**

Receives direction from the Director of Finance 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 accounts payable, accounts receivable, general ledger, payroll, human resources and customer service; to perform duties requiring specialized knowledge; and to provide administrative support to the Director of Finance.

#### **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.
- Perform the Accounts Payable process following the approved procedures, and/or serve as primary back-up to the preparer.
- Perform a variety of responsible and routine human resource duties including preparing and posting job announcements, recruitment information, assisting with the development of exam questions and making arrangement for oral panel members.
- Perform new hire orientation process.
- Process workers compensation and disability claims and ensure proper reports are filed.
- Coordinate open enrollment; respond to payroll and benefit program questions; serve as liaison to benefit providers. Administer COBRA, leave and disability programs.
- Prepare a variety of account and bank reconciliations.
- Provide back up for other Customer Service Technician and Accounting Technician positions when required.
- Prepare and/or review a variety of complex financial and human resource reports in conformance with internal and external requirements.
- Prepare and process payroll and related remittances such as payroll taxes and benefit

payments, including preparation and remittance of quarterly tax reports and annual W-2's or serve as primary back-up for this function.

- Administer and report payroll taxes; prepare, pay, analyze, and reconcile all required payroll taxes; prepare, reconcile and file W-2s or serve as primary back-up for this function.
- Prepare bank deposits; audit bank deposit receipts for accuracy.
- Establish and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Perform other 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.
- Principles and practices of customer service.

#### *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		50 Pounds		
Fingering/Grasping/Feeling				√
Describe Working Conditions	100 Percent Indoors			