



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

Position Description

Accounting Technician I/II

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

Supervision Received and Exercised

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

Accounting Technician II - Receives general supervision from the Director of Finance and receives technical and functional supervision from the Finance and Administrative Services Analyst, 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, human resources and customer service, and to provide administrative support to the Director of Finance

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

- 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 AP process following the approved procedures, 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 bank deposits; audit bank deposit receipts for accuracy.
- Prepare a variety of account and bank reconciliations.
- Provide back up for other Customer Service Technician and Accounting Technician positions when required.

- Prepare a variety of 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 and/or serve as primary back-up for this function.
- Prepare a variety of reports related to payroll and benefit programs.
- Provide backup for other Customer Service, Finance & Administrative 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.
- Departmental policies and operating procedures related to responsibilities.
- Principles and practices of customer service.

Ability to:

- Understand the organization and operation of the Finance and Administrative Services department.
- Meet with 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 accounting.

Ability to:

- Independently perform varied financial record keeping activities.
- Independently use automated spreadsheets and other fiscal record keeping systems.
- Independently 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		50 Pounds		
Fingering/Grasping/Feeling				√
Describe Working Conditions	100 Percent Indoors			