



SENIOR ACCOUNTING TECHNICIAN

DEFINITION:

Under direction, performs complex professional accounting and financial analysis duties in the preparation and maintenance of financial records and reports for various District accounts and funds; provides professional recommendations for action; serves as department liaison to other departments with respect to understanding accounting documents and financial reports; and performs related duties as assigned.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Accounting Manager.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

*Class specifications are only intended to present a description summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not** include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of the incumbents within the class.*

- Maintain a variety of accounts and general ledgers; prepare monthly fiscal reports relating to the progress of assigned accounts.
- Analyze revenues and expenditures; recommend amendments to the budget.
- Serve as a financial resource to various District departments; provide information regarding a variety of accounts, revenues, and expenditures.
- Review all District purchase orders for approval; audit accounts to ensure availability of funds; review demand for payment to ensure correct account numbers, proper signatures, and availability of funds.
- Audit account numbers and balance appropriations available for financial demands and purchase orders; review account balances and entries for errors; perform corrected journal entries.
- Participates in the data entry of invoices and daily maintenance of vendor records; ensures computer matches of data; generates vendor payment files and maintenance of vendor databases; generates the weekly preparation of payment checks and verifies totals.
- Participates in developing accounts payable and other similar procedures; prepares month end journal entries and assigned account reconciliations.
- Provides direction, guidance and training to other employees performing accounts payable and other accounting support duties; assist with cross training of Finance department staff on the accounts payable function.
- Prepare bond and/or grant fund reimbursements.
- Assist departments in the proper classification of revenues and expenditures.
- Maintain and reconcile a variety of ledgers, reports and account records; examine and correct accounting transactions to ensure accuracy.
- Balances and posts cash receipts, payments and registers; and balances various other statistical and financial transactions with source documents and controls.

- Monitor and balance various accounts verifying availability of funds and classification of expenditures; research and analyze transactions to resolve problems.
- Prepare comprehensive financial, billing and payroll activity studies, reports and statements as directed.
- Recommend and implement changes in accounting and auditing systems and procedures.
- Prepare and post journal entries to record revenues, wire transfers, payment to assessment districts, and correct expenditures.
- Assists professional accounting staff with special projects as required.
- Prepare investment account statement reconciliations.
- Maintain and adjust the District's fixed assets records.
- Regular attendance at the work site.
- Performs related duties as assigned.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

- Work in an office environment with some exposure to dust, dirt, and hazardous materials.
- Stand, walk and sit for extended time periods; able to carry, push, pull, reach and lift objects of light to medium weight; hearing and vision within normal ranges.
- Communicate orally with District management, co-workers, and the public in face-to-face, one-to-one and group settings; regularly use a telephone and two-way radio for communication.
- Read and interpret complex data, information and documents; analyze and solve moderately complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with all levels of District management, board members, other elected and appointed governmental officials, media representatives, business and community leaders, employees, the public and others encountered in the course of work.
- Operate office equipment including use of computer and keyboard; work at a desk and computer for extended time periods; look at computer monitor for extended time periods.
- Travel by vehicle while conducting company business.

QUALIFICATIONS: *The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience

Equivalent to a Bachelor's degree from an accredited college or university with major course work in Finance, accounting, business administration, or a related field.

Extensive knowledge and training on use of Microsoft Word, Excel, PowerPoint & Access programs.

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be graduation from high school or equivalent supplemented by the completion of college level coursework in accounting, and three (3) years of experience in fiscal, statistical and financial recordkeeping preferably for a public agency.

License/Certificate:

Possession of a valid Class C California driver's license and satisfactory driving record.

KNOWLEDGE/SKILLS/ABILITIES: *(The following are a representative sample of the KSAs necessary to perform essential duties of the position.)*

Knowledge of:

- Operational characteristics, services, and activities of a comprehensive finance program.
- Generally accepted accounting principles and practices.
- Finance and governmental accounting theory, concepts, procedures, and techniques.
- Principles and practices of budget preparation and administration. Principles of fund accounting.
- Principles, procedures, and techniques of financial analyses.
- Pertinent federal, state, and local laws, codes, and regulations.
- Principles and procedures of financial record keeping and reporting.
- Methods and techniques of effective technical, administrative, and complex financial report preparation and presentation.
- English usage, spelling, grammar, and punctuation.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, statistical databases, and automated accounting systems.
- Customer service techniques, practices, and principles.

Ability to:

- Perform a full range of responsible professional level accounting duties in support of assigned accounting system, function, or program area.
- Collect, analyze, evaluate, and interpret complex information and data including complex financial data.
- Contribute to the preparation of the District's Annual Financial reports and budget.
- Ensure adherence to generally accepted accounting principles.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures.

- Understand and apply pertinent laws, codes, and regulations as well as organization and unit rules, policies, and procedures with good judgment.
- Prepare clear and concise administrative and financial reports.
- Interpret and apply applicable federal, state, and local policies, laws, and regulations.
- Type and enter data at a speed necessary for successful job performance.
- Perform mathematical calculations quickly and accurately including add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.
- Implement and maintain filing systems.
- Exercise good judgment in maintaining information, records, and reports.
- Operate and use modern office equipment including computers and supporting word processing and spreadsheet applications.
- Work cooperatively with other departments, District officials, and outside agencies.
- Respond tactfully, clearly, concisely, and appropriately to inquiries related to area of responsibility.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Monitor funding of the District projects and capital outlays including overseeing, coordinating, and administering financial reports, funding requests, budgetary requirements, annual reports, and loan/grant funding.
- Administer standby, delinquency and sewer charge collection procedures as it relates to placement on County tax rolls.
- Research, compile, and interpret a variety of information and make appropriate recommendations.
- Work independently in the absence of supervision.
- Work under steady pressure with frequent interruptions.
- Plan and organize work to meet changing priorities and deadlines.

STATUS: Exempt

Revised: June 13, 2016