



## Midpeninsula Regional Open Space District

### ACCOUNTING TECHNICIAN

#### **DEFINITION**

Under general supervision, performs a variety of routine to complex technical and administrative duties in the preparation, maintenance, and processing of accounting records and transactions, including accounts payable, accounts receivable, and payroll; balances and maintains manual and computerized accounting and financial records; and performs related work as required.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Accountant. Exercises no direct supervision over staff. May provide technical and functional direction to temporary staff.

#### **CLASS CHARACTERISTICS**

This is a single-position class that performs the full range of technical work in the following areas: accounts receivable, accounts payable, and payroll, in addition to performing a wide variety of record keeping, reconciliation, and general ledger account support activities. The position works independently, exercises judgment and initiative, receives only occasional instruction or assistance as new or unusual situations arise, and is fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Accountant in that the latter is a professional-level class responsible for organizing and overseeing day-to-day activities and operations of the accounting and payroll operations and programs.

#### **EXAMPLES OF ESSENTIAL FUNCTIONS** *(Illustrative Only)*

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Performs a variety of routine to complex administrative and technical duties related to accounts receivable, accounts payable, payroll, and other accounting support duties, including posting, balancing, adjusting, and maintaining manual and computerized account and financial records according to established policies and procedures.
- Verifies, posts, and records a variety of financial transactions; prepares and maintains databases, records, and a variety of periodic and special financial, accounting, and statistical reports; generates reports by computer and balances them appropriately.
- Maintains a variety of ledgers, registers, and journals according to established accounting policies and procedures; reconciles transactions and account statements; records changes and resolves differences; maintains the accuracy of accounting and financial records.
- Scans checks for deposit and produces journal entries to post payments to the general ledger.
- Processes invoices for approval of payment; prepares documentation for payment; confers with vendors as necessary; enters and verifies data into the automated accounting system to produce payment; prints and mails checks; balances and replenishes petty cash account.
- Monitors and balances various accounts verifying availability of funds and classification of expenditures; transfers funds as needed.
- Maintains and updates vendor IRS W-9 information for year-end 1099 tax reporting and processing; reports monthly state independent contractor information.

- Reviews, verifies, and processes time recording documents to prepare payroll for all District employees; audits such documents for completeness, accuracy, and compliance with rules and regulations; reconciles leave accruals; prepares and balances payroll reports and records.
- Processes, calculates, and maintains records of a variety of payroll actions based on appropriate provisions; maintains employee records for voluntary and non-voluntary deductions; prepares reports and payments for various tax, financial, and insurance organizations.
- Prepares employee and vendor payments for retirement and other benefits; reconciles payroll register; submits reportable compensation to CalPERS and processes payments; prepares Federal and State tax reports as required.
- Interprets, applies, explains, and ensures compliance with provisions of Memorandum of Agreement and related contracts and personnel rules as they apply to payroll.
- Enters and retrieves information and data using standard word processing and spreadsheet software, as well as accounting, payroll, and other related information systems.
- Generates and assists in the preparation of monthly, quarterly, and year-end financial, summary, and technical reports, statements, forms, and schedules.
- Establishes and maintains complete files and records related to assigned function.
- Gathers, checks, and tabulates data used in the preparation of records and reports; researches background information and account histories; collects and prepares data and files to facilitate and expedite the year-end audit.
- Assists vendors, departments, and employees by providing accounting, financial, and payroll information, explaining policies and procedures, and answering questions.
- Assists Accountant with special projects as required.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Terminology and practices of financial and account document processing and record keeping, including accounts receivable, accounts payable, and payroll.
- Business arithmetic and basic financial and statistical techniques.
- Computerized accounting and finance systems and computer software and systems related to accounting and payroll processes.
- Record keeping, information processing requirements, and rules and policies related to the production of an employee payroll.
- Payroll reporting and payment requirements of various State and Federal agencies and benefit providers.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility, including the District's Memoranda of Agreement and related contracts and documents.
- Modern office practices, methods, computer equipment, and computer applications related to work, including word processing and spreadsheet software.
- Principles and procedures of record keeping and reporting.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

### **Ability to:**

- Perform detailed account, financial, and payroll office support work accurately and in a timely manner.
- Review accounting, payroll, and other financial documents for completeness and accuracy.

- Review, post, balance, reconcile, and maintain accurate and confidential accounting and payroll records.
- Work closely with staff to maintain a high level of integrity and confidentiality when dealing with sensitive and complex payroll issues.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Compose correspondence and reports independently or from brief instructions.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Understand and follow oral and written instructions.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone or radio, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade supplemented by college-level coursework in accounting or finance and three (3) years of experience in the maintenance of financial and accounting records.

**Licenses and Certifications:**

None.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

EFFECTIVE: December 2011  
REVISED: N/A  
FLSA: Non-Exempt