VALLECITOS WATER DISTRICT

ACCOUNTING TECHNICIAN

DEFINITION

Under general supervision, performs basic accounting work in the preparation and maintenance of the payroll system, accounts payable, and other financial and statistical records and reports; performs related duties as required.

CLASS CHARACTERISTICS

This non-supervisory class performs tasks and maintains records related to the District's automated payroll system or accounts payable and receivable processes. This class is distinguished from Accounting Supervisor in that the latter has supervisory responsibility for all accounting functions.

ESSENTIAL FUNCTIONS

Essential functions include, but are not limited to, the following:

- Processes vendor invoices; ensures proper approvals; matches purchase orders to invoices; enters data in computer; update and maintain vendor database; reconciles vendor statements; enters wire payments into accounts payable system;
- Reconciles petty cash; reviews a variety of financial documents to ensure accuracy of entries and processes fixed assets and inventory records; reviews and verifies expense reports; reconcile daily cash receipts to general ledger; verifies and reconciles sales and use tax; Prepares quarterly and annual reports as required, including, but not limited to, state gas usage tax and underground storage tank fees;
- Prepares 1099 documents; reviews vendor W-9 tax forms, processes Report of Independent Contractors for tax purposes;
- Performs and reviews financial record keeping activities such as accounts payable, accounts receivable, inventory, fixed assets, and work order records;
- Communicates with vendors, employees, and other governmental agencies concerning Accounts Payable and Account Receivable matters;
- Responds to customer service inquiries; researches discrepancies in daily cash and customer refunds.
- Prepares journal entries as assigned; prepares audit Schedules as assigned;
- Responds to payroll inquiries; researches and resolves payroll issues related to District policies and procedures; confers with Human Resources on non-routine questions regarding employee benefits and individual employees regarding changes in paychecks, time sheets, codes, deductions, benefits, etc.;
- Prepares tax returns and other reporting documentation related to payroll matters, including tax reporting, W-2 documents, and worker’s compensation reports; prepares warrant requests for payments related to payroll cost such as withholding taxes, deferred compensation, and other payroll deductions; posts benefits to the retirement system; compiles routine reports related to payroll activity;
- Validates, establishes, and tracks long-term deductions such as garnishments, employee loan repayments, and CalPERS service credit purchases;
Assists in setting up, implementing, and testing new Accounts Payable and Payroll software; establishes and maintains earnings and deduction codes in the payroll system;

Reviews time records submitted by all departments to ensure conformance with contracts and administrative policies, regulations, and FLSA; records and keys hours worked, verifies pay increases and computer file data for the current payroll period; reviews and edits documents, corrects errors, and balances payroll for each pay period;

Generates payroll checks for routine and special payrolls; updates payroll system and interfaces to the general ledger; mails special checks to appropriate parties; maintains accumulated leave records including annual and sick leave used accruals; balances fiscal year end payroll to the general ledger;

Prepares year-end salary and benefit summaries

Creates database queries to provide report information for employees and departments;

Operates copiers and a variety of office equipment;

Performs duties in a professional manner and works well with others or in a team setting;

Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public;

Regular attendance and adherence to prescribed work schedule to conduct job responsibilities;

Observes safe work practices and safety methods; performs other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge, Skills, and Abilities

Knowledge of:

- Principles and practices of financial record keeping as well as general office procedures, related laws, and ordinances;
- Principles and practices of payroll, including related laws and regulations; CalPERS reporting;
- Principles and practices of purchasing and accounts receivable/payable; 1099 and W-9 tax documents; sales and use tax; Public agency budget principles;
- Skill in the operation of a variety of office equipment including a 10-key calculator and computers.

Ability to:

- Communicate clearly and concisely, both orally and in writing; write reports and keep accurate records;
- Understand, interpret, and apply the fundamental principles of financial record keeping and related policies and procedures;
- Reconcile differences within the record keeping system requiring an understanding of the relationship among accounting records and documents;
- Prepare manual and computerized financial reports; maintain ledgers and journals;
- Operate a calculator; operate a computer and use a variety of computer software;
- Communicate effectively with a variety of personnel and establish/maintain effective working relationships with management, public, staff, and others contacted during work;
- Understand and follow verbal and written directions; work independently;
- Perform mathematical computations.

Education & Experience

Any combination of education or experience that would likely provide the necessary knowledge
and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: high school graduation or equivalent, and three years of recent experience which involved maintaining automated payroll, purchasing procedures, financial, or statistical records.

**Licenses, Certificates, and Special Requirements**

- None required; however, position-related certificates and licenses will be noted.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employees may be required to wear and/or use personal protective and other safety equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; use hands and fingers to grasp; and feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand or walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Environment: Office environment. Frequently works in or around areas with minor amounts of dust. Some work done on ladders up to 4 feet above ground. Noise level is usually quiet.

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**I have reviewed this Job Description with my Supervisor and agree with its contents.**

Employee Signature _____________________________ Date ____________

Supervisor Signature ____________________________ Date ____________

*The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.*