

CALLEGUAS MUNICIPAL WATER DISTRICT JOB DESCRIPTION

Job Title: SENIOR ACCOUNTING TECHNICIAN

Department: Finance & HR

FLSA Status: Non Exempt

Reports to: Accounting Supervisor

Position Type: Full Time

Revision Date: October 2013

POSITION SUMMARY

Under supervision of the Accounting Supervisor, the incumbent has primary responsibility for performing statistical and fiscal record keeping support related to the processing and maintenance of District financial data and reports; and performing related work as required. These responsibilities include managing Accounts Receivable/Accounts Payable (AR/AP) data, financial reporting, and processing payroll. Responsible for statistical and fiscal record keeping support related to processing and maintaining the District's financial data and reports. The duties outlined below could be assigned to the Accounting Technician Class. Promotion to Senior Accounting Technician Class is contingent upon demonstrated performance and knowledge of the other areas of responsibility within the Accounting Department (cross-training) and the ability to work with a minimum of supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

- Gathers, assembles, tabulates, checks, verifies, and files financial data.
- Processes documents involved in financial transactions and financial record keeping.
- Process payroll.
- Prepares monthly purveyor/discharger invoices.
- Responsible for grant tracking and accounting.
- Researches information and makes adjustments to financial and statistical information.
- Posts billing statements and verifies proper payments.
- Verifies coding of cash receipts and other documents.
- Prepares monthly Water Use and Sales, Power Generation Reports and investment reports
- Monthly A/P and A/R Reconciliations.
- Prepare cash disbursement for the general and construction fund.
- Prepare monthly AJE's as assigned.
- Prepare schedules for annual audit.
- Serves as petty cash custodian

- Operates computerized fiscal record keeping.
- Performs special assignments as directed by the Accounting Supervisor.

JOB REQUIREMENTS

The Senior Accounting Technician is expected to possess a wide range of skills, talents and knowledge necessary to effectively interact with employees and vendors. The position requires strong analytical ability, excellent interpersonal skills with strong oral and written communication skills, and the ability to perform research. To perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

Education and Experience:

Equivalent to an Associate's degree in business or other related field and a minimum of five (5) years of progressively responsible professional experience in accounting are required. A Bachelor's degree in business or other related field is desirable. A combination of education and experience which provides similar knowledge, skills, and abilities may be qualifying.

Skills:

- Perform a variety of financial and statistical record keeping support assignments with minimal direction and supervision.
- Assist with the preparation of financial reports.
- Prepare and organize a variety of information.
- Perform assigned duties with minimal direction and supervision.
- Make arithmetical calculations quickly and accurately.
- Follow oral and written directions.
- Proficient in operating a computer to use word processing, spreadsheet, database, and financial management information system software applications.
- Interface effectively with others to obtain or exchange information.
- Ability to plan, organize, and schedule task assignments in an efficient and effective manner.
- Establish and maintain cooperative working relationships with people within and outside the District.
- Ability to simultaneously manage multiple projects with varying degrees of complexity under pressure of deadlines.

SUPERVISORY RESPONSIBILITIES

This position does not include supervisory responsibilities.

EQUIPMENT TO BE USED

Must be able to operate a District vehicle, computer and standard office machines such as calculators, telephones, copiers, and scanners.

PHYSICAL AND MENTAL REQUIREMENTS

The physical and mental requirements described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical:

- Requires sitting, standing, bending, and reaching; talk or hear, in person, in meetings and by telephone.
- Requires manual dexterity and use hands and fingers to handle and feel sufficient to operate a District vehicle, computers and standard office machines such as calculators, telephones, copiers, and scanners.
- Requires normal range of hearing. Specific vision abilities required by this job include close and distance vision and the ability to adjust focus. May require lifting up to 25 pounds

Mental:

- Knowledge of methods, practices, and procedures of financial and statistical record keeping.
- Ability to use computerized financial and management information systems.
- Knowledge of current office methods, procedures, and equipment.
- Required to use written and oral communication skills; read and interpret complex data, information and documents.
- Required to analyze and solve problems.
- Required to observe and interpret people and situations.
- Required to use math and mathematical reasoning.
- Required to learn and apply new information or skills.
- Required to perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines.
- Required to interact with District managers, employees and the public.

WORK ENVIRONMENT

The work environment characteristics are those generally encountered in an office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee works under typical office conditions, and the noise level is usually quiet. Employee is a designated Emergency Services Worker and is occasionally called upon to work overtime or odd schedules.

SPECIAL REQUIREMENTS

- Possession of a California Operators license issued by the State Department of Motor Vehicles. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates.
- The applicant will agree to authorize background reference checking with past employers and personal references.
- The applicant or incumbent will agree to submit to and must pass the District's pre-employment, post-offer medical examination including drug and alcohol screening performed by a physician chosen by the District.