

CALLEGUAS MUNICIPAL WATER DISTRICT JOB DESCRIPTION

Job Title: ACCOUNTING TECHNICIAN I

Department: Finance & HR

FLSA Status: NON EXEMPT

Reports to: Accounting Supervisor

Position Type: Full-Time

Revision Date: October 2014

POSITION SUMMARY

Under supervision, serves as a accounting technician for the Finance and Human Resources Department. Performs clerical work; maintains administrative and financial records; provides general accounting support; performs accounting data input, account reconciliations, and filing; and performs related work as required.

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.

- Performs a variety of routine clerical accounting duties associated with accounts payable (A/P), accounts receivable (A/R), and other finance functions.
- Prepares monthly bank reconciliations, which includes reconciling deposits and disbursements with the bank statement and general ledger, analyzing discrepancies, and preparing an outstanding checks list.
- Inputs cash receipts, journal entries and invoices into accounting system.
- Reviews and routes incoming mail, checks for action, provides copy to staff and prepares outgoing mail and correspondence, including e-mail and faxes.
- Composes and types routine correspondence.
- Files correspondence and other records; prepares/organizes documents for off-site storage.
- Answers telephone calls, refers inquiries to appropriate staff members.
- Conducts research, and compiles and types reports.
- Operates a variety of office equipment.
- Proofreads copy, gathers and organizes a variety of information and materials, prepares reports.
- Serves as a backup for both the A/P and A/R functions.
- Maintains records and data utilizing manual and computer formats, methods, and procedures for collection, analysis, processing, and storage of data.

- Provides miscellaneous administrative and computer systems support, and completes special projects as assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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:

- High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Knowledge of:

- Modern office methods, procedures, and equipment.
- Correct English usage, spelling, grammar and punctuation
- Microsoft Word and Excel.

Skills:

- Perform a variety of office support and program support assignments with minimal supervision.
- Spell correctly and use good grammar and punctuation.
- Make accurate mathematic, financial, and statistical computations.
- Maintain a variety of basic financial records.
- Review and interpret accounting transactions and records.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Follow oral and written directions.
- Operate a variety of office equipment.
- Interface with others to obtain or exchange information.
- Prioritize assignments and manage a variety of complex tasks.
- Effectively maintain good relations in a professional manner during public contacts.
- Establish and maintain cooperative working relationships.

Ability to Learn:

- Policies, procedures, and operations of the District and in particular the functions of the Finance and Human Resources Department.
- Filing methods and recordkeeping systems.

To operate a computer using the following software programs: Microsoft Excel, Word, Power Point, Outlook, Adobe Acrobat and programs related to timesheets & finance.

- **SUPERVISORY RESPONSIBILITIES**

This position does not include supervisory responsibilities.

EQUIPMENT TO BE USED

Must be able to operate a District vehicle and standard office machines such as computers, 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 of hands and fingers to handle and feel sufficient to operate a District vehicle 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:

- 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; addition, subtraction, multiplication, division and calculate percentages in all units of measure using whole numbers, common fractions and decimals;
- Required ability to apply common sense understanding to carry out instructions furnished in written or oral form.
- Required to perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines;
- Required to interact with District executives and managers, District board members, other governmental officials, 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.