

# CALLEGUAS MUNICIPAL WATER DISTRICT

## JOB DESCRIPTION

**Job Title: ACCOUNTING TECHNICIAN II**

**Department: Finance & HR**

**FLSA Status: Non Exempt**

**Reports to: Accounting Supervisor**

**Position Type: Full Time**

**Revision Date: October 2013**

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### POSITION SUMMARY

Under supervision of the Accounting Supervisor, the incumbent has primary responsibility for processing accounts payable transactions and 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.

### 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.

- Responsible for accounts payable including receiving and processing of invoices for payment, accurate data entry, matching invoices to payments and preparing checks for mailing.
- Responsible for issuing purchase orders. Verifies purchase orders have been filled out properly and have been issued in accordance with the District's Procurement Policy.
- Matches invoices with purchase orders to insure correct billing.
- Maintains accounting schedules related to accounts payable.
- Maintains vendor name and address files and W-9 forms and generates annual 1099 reports.
- Prepares DE-542 forms as required.
- Tracks and files State of California sales tax paperwork in accordance with the law.
- Prepares and makes deposits to the appropriate District bank accounts.
- Gathers, assembles, tabulates, verifies, and files financial data.
- Operates computerized financial accounting software.
- Responds to vendor and internal inquiries related to accounts payable.
- Prepares and inputs assigned journal entries.
- Perform data entry assignments accurately and in a timely manner.
- Performs special assignments as directed by the Accounting Supervisor.

## **JOB REQUIREMENTS**

The Accounting Technician II 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 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 equivalent, five (5) years of accounts payable or accounting experience, and experience with financial software. A combination of education and experience which provides similar knowledge, skills, and abilities may be qualifying.

### Skills:

- Ability to perform assigned duties with minimal direction and supervision.
- Ability to prepare and organize a variety of information.
- Ability to perform math calculations accurately.
- Ability to follow oral and written directions.
- Proficient in operating a computer to use word processing, spreadsheet, and accounting software applications.
- Ability to interface with others to obtain or exchange information.
- Ability to plan, organize and schedule task assignments in an efficient and effective manner.
- Ability to establish and maintain cooperative working relationships with people within and outside the District.
- Ability to simultaneously manage multiple projects under pressure of deadlines.

## **SUPERVISORY RESPONSIBILITIES**

This position does not include supervisory responsibilities.

## **EQUIPMENT TO BE USED**

Must be able to operate District computers 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 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:

- Required to know methods, practices, and procedures of financial and statistical record keeping.
- Required to use computerized financial and management information systems.
- Required to know current office methods, procedures, and equipment.
- Required to use written and oral communication skills.
- 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 interruptions.
- Required to work under 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**

- 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.