



**Position:** Accounting Technician / Accounting Specialist

**Reports to:** Finance Manager

**Definition:** Under general supervision performs a variety of routine and specialized tasks in customer service, utility billing, accounting, payroll, and financial analysis functions. This is an alternately staffed classification with Accounting Technician and Accounting Specialist. Certain duties may be assigned only when the incumbent has obtained certain competencies as described in the minimum qualifications below.

**Accounting Technician:** This is an entry and training level position in the Accounting Technician/Specialist series. At this level, incumbents perform routine work tasks under direct supervision and follow established guidelines. Accounting Technician is distinguished from the next higher level of Accounting Specialist by the latter serving as an intermediate journey level classification and performing more complex and specialized tasks while exercising broader discretion and independent judgement.

**Accounting Specialist:** This is an intermediate journey level position in the Accounting Technician/Specialist series. At this level, incumbents perform routine and specialized work tasks under general supervision and following established guidelines. Accounting Specialist is distinguished from the Accounting Technician by the requirement for higher level education and expertise with utility system. The incumbent is expected to perform more complex tasks, exercise broader discretion and independent judgement, serve as the lead for utility billing, and perform other duties as assigned.

**Supervision:** Reports to the Finance Manager, may be asked to act in a lead role for utility billing and customer service functions.

**Typical Duties:**

**Utility Billing and Customer Service** – Duties may include, but are not limited to, the following: provide coverage for Customer Service, as necessary, for account setup, customer inquiries, water bills and payment and other transactions; communicate with customers, vendors and other parties in person, phone or in writing regarding water service and District policies and programs; process utility billing; track deposits and expenditures related to development projects and service applications.

In addition for Accounting Specialist – Oversee the computerized utility billing and ancillary systems; troubleshoot and research anomalies; perform period checks to ensure that the system is functioning correctly; act as the District liaison with system vendors; coordinate activities and provide support to other divisions.

**Accounting** - Duties may include, but are not limited to, the following: perform general accounting duties including journal entries; perform account reconciliation and analysis; perform bank reconciliation; process accounts payable and accounts receivable transactions; prepare bi-weekly payroll and perform a variety of payroll duties including maintaining electronic payroll and time and attendance systems and preparing reports in accordance with state and federal regulations; assist with budget questions and provide budget reports to all divisions; administer credit card payment processing; assist in year-end close and preparation of annual financial statements; assist in annual budget preparation process; and provide analytical and reporting support.

In addition for Accounting Specialist – Assist the Finance Manager in investigating, analyzing and developing reports on District programs, services, operating procedures and administrative issues; assists in the performance of periodic audits of internal accounting controls to ensure accurate financial records; assists with audits conducted by outside auditing agencies; establishes and maintains reporting programs for grants and bonds ensuring compliance with rules and regulations

**Administrative** – Implement and apply District policies, procedures, codes, and ordinances; research and resolve complaints and problems; compose correspondence, reports, forms and other documents as assigned; may coordinate projects and programs with other District divisions as related to area of responsibility.

### **Minimum Qualifications:**

**Knowledge:** Principles, techniques, and practices of fiscal and recordkeeping activities and functions; methods and practices of data collection and report preparation; common computer software and hardware; business mathematics; principles and practices of verbal and written communications; proper use of office equipment.

In addition for Accounting Specialist - Generally Accepted Accounting Principles (GAAP), principles and practices of data collection and report preparation; budget development and fiscal controls; professional application of research and writing skills; project management.

**Skills:** Keyboard with speed and accuracy; make accurate mathematic calculations; keep clear, accurate and concise records; provide high level of customer service with public, vendors, contractors and staff.

**Abilities:** Quickly learn an integrated financial management system, deal tactfully and courteously with the public and staff; work effectively and maintain attention to detail despite frequent interruptions; quickly learn policies and procedures pertaining to the work; work cooperatively and effectively in a team setting; work independently and in the absence of supervision; understand and carry out oral and written instructions; establish and maintain a variety of filing, record keeping and tracking systems.

In addition for Accounting Specialist - Plan, coordinate and perform professional accounting work related to the maintenance and development of District financial, accounting, budgeting and management information systems; analyze complex problems, evaluate alternatives and

develop and recommend effective courses of action; understand GASB statements and interpretations; perform complex technical professional accounting and financial analysis.

**Education and Experience:** Any combination of education and experience that has produced the necessary knowledge, skills and abilities may be qualifying. A typical way of obtaining the required qualifications would be:

Accounting Technician

**Experience:** Two or more years of customer service or accounting clerical experience

**Education:** Completion of high school or its equivalent. Some coursework in business administration, accounting, economics, mathematics, public administration, or a related area of study.

Accounting Specialist

**Experience:** Four or more years of experience in accounting, finance or business administration with demonstrated increasing responsibilities and work in an independent manner. Water utility experience desired.

**Education:** Bachelor's degree in business administration, accounting, economics, mathematics, public administration, or a related area of study.

**License or Certification:** Must possess and maintain a valid California Driver's License and a safe driving record.

**Desirable Qualifications:** Experience performing customer service or accounting functions for a water utility. Familiarity with governmental accounting.

**Other Requirements:** Must take part in all safety and training programs for staff, must have sufficient eyesight to read standard text on paper and computer screen, must have acute hearing, must be able and willing to lift, drag and push files and records weighing up to 25 pounds.