



Job Classification

Title: Accounting Technician
FLSA Status: Non-Exempt
Job Code: 101

POSITION OVERVIEW

This position provides basic accounting for the District and provides assistance to District staff.

OVERSIGHT

Supervision Received: Reports to the Chief Financial Officer

Supervision Given: None

ESSENTIAL FUNCTIONS

- Assists the Senior Financial Analyst I/II Flex and CFO as needed.
- Maintains various ledgers, registers, and journals according to established account classifications.
- Prepares and maintains accounts payable records, invoices, voids, mails checks, online and/or phone payments; prepares disbursement reports for Board approval (warrant list); maintains daily bank balance record.
- Maintains proper accounting of financial records and corresponding account reconciliations.
- Prepares miscellaneous and/or reclass journal entries as needed.
- Post cash receipts.
- Prepares budget PowerPoint workshop.
- Prepares the meter and demand and historical imported water worksheets.
- Prepares new fiscal year budget spreadsheet.
- Prepares quarterly Federal and State payroll reports along with preparing the quarterly use

tax reporting and payment.

- Prepares procure public records request.
- Prepares forms DE 542, CA 587, CA 590, CA592 as needed.
- Prepares California resale certificates as needed.
- Prepares credit applications as needed.
- Prepares Accounts Receivable reconciliation.
- Prepares and maintains Director's monthly travel expenses spreadsheets.
- Prepares and maintains the Miramar water sales summary report and spreadsheets.
- Prepares the BAR Fleet annual reporting and the Notice of Federal Tax Exemption (Fleet).
- Prepares the actual/estimate payroll information requests from ACWA/JPIA.
- Prepares the ACWA/JPIA property program reporting.
- Maintains various accounting files and records, including but not limited to W-9 files and spreadsheets for year-end 1099 preparation; reconciles and prints 1099's at year-end.
- Manages petty cash disbursement, recording, and reconciliation.
- Maintains financial records for special projects and reports.
- Maintains asset listing and labeling for the tracking of District assets, equipment, and furnishings, and assists with periodic physical inventories and asset reconciliations.
- Prepares purchase order (daily and annual open POs), maintains log and assigns PO numbers.
- Prepares billing invoices.
- Compiles and prepares a variety of statistical and financial reports as required (such as OPEB

census data).

- Researches and answers questions regarding account status and the proper coding of transactions.
- Prepares closing schedules, journal entries and gathers information for the intern and annual audits (such as acquisitions, disposals, valuation adjustments, depreciation of capital assets, and working in progress).
- Prepares GASB 75 & GASB 68 spreadsheets and journal entries.
- Designs and Prepares ACFR (reconciles balance sheet/revenue/expenditure/cash flow and updates and maintains notes, tables, and schedules).
- Prepares GFOA application and response letter.
- Designs and prepares a completed strategic plan in InDesign and PDF format.
- Performs related duties as assigned.

QUALIFICATION 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 background, knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of: Generally accepted accounting principles and governmental bookkeeping practices, including record keeping and budgeting; writing and proper English language rules; common business computer applications such as Microsoft Word, Excel, PowerPoint, Outlook and the Internet. Experience with the Eden Systems accounting software is desirable.

Ability to: Maintain and balance a variety of financial records, ledgers and accounts; perform a variety of financial and statistical record keeping support; assist with the preparation of financial reports; organize and manage multiple priorities and projects; communicate clearly and concisely, both orally and in writing; work effectively with a diversity of individuals, personalities, and organizations; demonstrate initiative, task-orientation and follow-through in the approach to and completion of assignments; comply with District policies and safety requirements.

EDUCATION AND EXPERIENCE

Accounting Technician will possess a combination of education and experience equivalent to:

- Two (2) years of technical accounting and bookkeeping experience
- Bachelor's degree in finance, accounting, or related business field from an accredited college or university is desirable

PHYSICAL DEMANDS AND WORKING CONDITIONS

Requires the ability to receive, understand, and act upon verbal and written communication from others, and to communicate with others. Requires ability to use hands and fingers to handle or feel objects, tools, or controls; to reach with hands and arms; to sit and stand; and to talk and hear. Must be able to carry, push, pull, reach, and lift equipment and parts up to 25 lbs. and heavier weights with the use of proper assistance.

Must be able to participate in job-related activities at times other than normal business hours, i.e., evenings and weekends, and at various locations that will require operating a motor vehicle.

CERTIFICATES, LICENSES, AND REGISTRATIONS

Certificates

- None

Licenses

- Must have and maintain a current Class C California driver's license, acceptable driving record, and proof of auto insurance in compliance with the District's Vehicle Insurance Policy standards.

Registrations

- None

This job description has been revised and approved by all levels of management.

Approved by:	Matthew Litchfield
Date last modified:	3/2/23
Date approved:	3/21/23

I have received, reviewed, and fully understand the job description for Accounting Technician. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ Date: _____

Employee Signature: _____

Supervisors Signature: _____ Date: _____

Job classifications are intended to cover or contain a comprehensive listing of activities, duties, or responsibilities that are performed by the incumbent. Classifications are not intended to reflect all duties performed within the job.