

**JOB DESCRIPTION**

<b>Job Title</b>	Accounting Technician - General	<b>Supervisor</b>	Finance Manager
<b>Department</b>	Finance & Administration	<b>Class Group</b>	Office Unit
<b>Division</b>	Finance	<b>Salary Grade</b>	40
<b>Section</b>	N/A	<b>FLSA Status</b>	Non-Exempt

*This job description is intended to describe the general nature and level of work being performed by people assigned to this job. The description is not intended to be an exhaustive list of responsibilities, duties and skills required for this position.*

**BASIC JOB SUMMARY**

Under general supervision of the Finance Manager, an Accounting Technician-General Accounting performs a variety of paraprofessional accounting and clerical duties requiring knowledge of basic accounting. An Accounting Technician-General Accounting performs general accounting duties such as preparing monthly bank reconciliations, recording revenues, investments, and bad debts, reconciling customer billing and prepaid capacity fee accounts, preparing adjusting entries and schedules, and performs other related duties as required.

**ESSENTIAL DUTIES**

**Duty 1**

Processes invoices to ensure timely payment; reviews invoices for accuracy, compares invoices with purchase order and packing slip, verifies the accuracy of sales tax and freight, verifies the conversion of delivery unit to billing unit for chemical product; records discounts taken; enters transactions in computerized accounts payable system; reviews receiving report, packing slip and approval of evidence receipt; prepares check registers for submission to Board for approval.

**Duty 2**

Assists the accountant with month-end and year-end closing schedules; gathers relevant documentation; reconciles various accounts; prepares monthly recurring journal entries for a variety of accounts such as bad debt, and prepaid capacity fees.

**Duty 3**

Prepares monthly bank reconciliations, which includes reconciling deposits and disbursements with bank statement and general ledger, analyzing discrepancies, preparing outstanding checks list and adjusting entries.

**Duty 4**

Assists with reconciling billing transactions from the customer billing system to the general ledger accounts, which includes sales, accounts receivable, cash receipts and bad debts. Reconciles prepaid capacity fee sub-ledger with general ledger accounts; prepares year-end schedule and report on prepaid capacity fees.

**Duty 5**

Assists with. Preparing and recording other deposits such as capacity fee and tax revenues.. Handles miscellaneous accounts receivable accounts, which includes preparing the invoices, follow-up to ensure payment, reconciling the balance to general ledger.

**Duty 6**

Performs other assignments as required.

**QUALIFICATIONS**

**DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:**

- ◀ General and governmental accounting principles, practices, methods, and techniques; multi-fund accounting; reconciliation of bank statements;
- ◀ Computers and software in the development of accounting records and financial reports.

**ABILITY TO:**

- ◀ Understand and apply financial reporting and record keeping requirements to a variety of accounting tasks;
- ◀ Protect the confidentiality of financial information ;
- ◀ Prepare, generate and maintain accurate records, reports, spreadsheets, and files related to area of assignment;
- ◀ Analyze inter-fund receivables and payables between multiple enterprises;
- ◀ Operate standard office equipment including computers and calculators, or ten-key adding machine and use of accounting software such as Microsoft Excel and J.D. Edwards/Oracle system;
- ◀ Perform basic clerical, data entry, and accounting tasks accurately;
- ◀ Determine priorities; organize work to meet critical deadlines;
- ◀ Independently complete assigned tasks under minimal supervision;
- ◀ Communicate effectively, both orally and in writing;
- ◀ Assist in training other accounting staff as required;
- ◀ Establish and maintain effective working relationships with those contacted in the performance of duties.

**PHYSICAL AND SENSORY REQUIREMENTS:**

- ◀ Sufficient eyesight to read fine statistical reports and standard text and data on computer terminal screens.
- ◀ Ability to speak and hear at normal conversational levels in person and over the telephone.
- ◀ Manual dexterity to write legibly and to use calculators, computer terminals, and other general office machines.
- ◀ Reach, lift and move reports, materials and objects weighing approximately ten pounds; reach, bend or crouch to use files and records.

**TRAINING AND EXPERIENCE GUIDELINES:**

*Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:*

***EDUCATION:***

High school diploma or equivalent is required, supplemented by college level course work in accounting or related field, or an Associate degree in accounting or related field.

***EXPERIENCE:***

Two (2) years of increasingly responsible experience performing general accounting duties including working with accounting software and spreadsheet programs. Experience in governmental accounting on multiple enterprises is preferred.

***REQUIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:***

A valid California class C driver's license must be maintained at all times.

***DESIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:***

None