

Job Description
Accounting Technician I/II

Job No. AD012/AD013

Salary Range 24 - 27 Non-Exempt

Position Summary:

Under general supervision of the Finance Manager, the Accounting Technicians I & II perform a variety of professional accounting duties in support of the Agency's financial, accounting, and related administrative functions.

Duties/Responsibilities:

Essential duties include, but are not limited to, the following:

- Performs a variety of administrative functions in the preparation and maintenance of financial and accounting records.
- Gathers, assembles, verifies, and files financial data.
- Matches invoices with purchase orders to ensure correct billing.
- Allocates purchases to proper accounts.
- Maintains accounts payable information.
- Maintains records of contractors and construction projects, including when to release payment.
- Prepares bills to be approved report for approval by the Board of Directors.
- Analyzes a variety of financial transactions.
- Generates reports to meet state and federal requirements and submits reports to appropriate agencies according to established timelines.
- Maintains and updates asset replacement and capital project records.
- Maintains and updates leased asset records.
- Prepares and maintains a variety of financial, statistical and narrative records, statements, files and reports, related to accounts, revenues, expenditures, reconciliations and assigned activities.

Additional duties include, but are not limited to:

- Prepares payroll in the absence of the Human Resource Manager.
- Performs other duties as assigned.

Qualifications:

Any combination of education and experience that provides the knowledge, skills, and abilities as described herein.

Accounting Technician I

Education: Associate's degree (AA or AS) in related subject matter
or

Experience: Three years of increasingly responsible administrative and accounting experience performing a variety of accounting support functions.

Licensure/Certification: Must have a valid California Driver's License.

Accounting Technician II

Education: Bachelor's degree (BA or BS) in related subject matter
or

Experience: Five years of increasingly responsible administrative and accounting experience performing a variety of accounting support functions.

Licensure/Certification: Must have a valid California Driver's License.

Knowledge of:

- Accounting and bookkeeping principles
- Proficiency in Word, Excel, and Outlook
- Modern office equipment (phone, computer, printer, copier, fax)

Skills to:

- Use standard word processing and accounting software to perform duties in accounts payable, accounts receivable, payroll, and budget tracking.
- Prioritize work, meet deadlines, multi-task, and perform accurate data entry.

Ability to:

- Ability to communicate effectively both orally and in writing with coworkers, vendors, and customers.
- Ability to project a positive, friendly image of the Agency to the public
- Exercise independent judgement.

Physical Requirements:

On a daily basis, this position requires the ability to climb stairs and/or ladders, use fingers to grasp or pinch an object, talk, hear, sit for extended periods of time; and walk. The incumbent typically works inside. Additionally, on a daily basis, this position requires the ability to see at an arm's length and perform work in a field of vision typically gained by the use of both eyes.

On a frequent basis, this position requires the ability to stoop, crouch; reach with hands and arms; and stand.

On an occasional basis to seldom basis, this position requires crouching, kneeling, pushing, and pulling.