



**JOB TITLE:** Accounting Technician – II  
**DEPARTMENT:** Administration  
**REPORTS TO:** Financial Services Supervisor  
**FLSA STATUS:** Non-Exempt  
**PAY GRADE:** 26

### **SUMMARY OF POSITION**

The Accounting Technician - II performs a variety of professional level accounting duties involved in preparing, maintaining, analyzing, verifying and reconciling financial transactions, statements, records and reports. This position requires accuracy, integrity and the ability to exercise considerable independence and initiative in daily activities.

The Accounting Technician - II is distinguished from the Accounting Technician – I by the performance of advanced technical and complex work, higher level problem solving and decision-making skills, as well as serving as a subject matter expert regarding professional level accounting duties with minimal supervision. An employee in this position may be required to provide guidance to the Accounting Technician – I in the performance of their duties and to be a resource for all staff in accounting related matters.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions below:*

- Processes financial documents for assigned accounting functions such as accounts payable, fixed asset maintenance and payroll functions; reviews documents; verifies accuracy and calculations; completes with appropriate information as needed; and enters information into automated financial information systems
- Prepares monthly financial reports to the Board of Directors
- Assists with preparation of the District’s annual budget
- Verifies accounts payable invoices and documentation
- Reconciles miscellaneous receivables
- Assists with maintenance of the general ledger; creates new codes as necessary and updates descriptive listing; ensures proper coding of checks received; identifies discrepancies and/or errors and makes necessary journal entries to resolve codes
- Prepares journal entries to the general ledger based upon established formats and methodologies; posts, logs, tracks and files all journal entries
- Reviews and reconciles assigned accounts; identifies and resolves discrepancies
- Processes unclaimed property according to policies and procedures; prepares appropriate stop payments or void checks
- Reviews the calculation of timesheets and withholding information used to generate the District’s payroll; ensures timely and accurate data entry of timesheet information; verifies payroll information accurately reflects payroll transactions; identifies and resolves discrepancies
- Establishes and maintains department records and files in accordance with records retention requirements; researches information in files upon request
- Periodically reviews, revises and creates, as needed, departmental processes and procedures for accuracy and efficiency

- Assists other departments with accounting questions; explains policies and procedures; and researches information upon request
- Assures work is performed in a safe and professional manner by following policies and procedures, reporting changes as needed

### **CREDENTIALS AND WORK EXPERIENCE REQUIRED**

- Must possess an Associate Degree in accounting, finance or closely related field from an accredited college or university, or any combination of equivalent training, education or work experience
- Must have 3 to 5 years of paraprofessional accounting experience in accounts payable, revenues/receipts, payroll or cost accounting
- Must be proficient in Microsoft Office products with advanced proficiency in Excel
- *Preferred:* Experience in a utility industry or governmental accounting

### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

*The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job.*

This position requires working primarily in an interior environment and is performed with possible exposure to environmental conditions associated with the operation of a water reclamation facility.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee must occasionally lift and/or move items up to 35 pounds and may sit for extended periods of time at a workstation typing on a keyboard and operating a variety of standard office equipment requiring continuous or repetitive arm and hand movements.

### **POSITION TYPE AND EXPECTED HOURS OF WORK**

This is a full-time position and regular days of work are Monday through Friday from 7:00 AM to 3:30 PM.

### **EQUAL OPPORTUNITY EMPLOYER**

*We provide equal employment opportunities (EEO), and terms and conditions of employment, to all employees and applicants for employment without regard to race, color, national origin, ancestry, age, physical, mental or sensory disability, religious belief, gender, gender identity, sexual orientation, marital status, past or present military service, family medical history or genetic information, or family or parental status per applicable federal, state and local laws.*

### **DISCLAIMER**

*The duties and responsibilities of this position are meant to be representative, not exhaustive, and may change at the employer's discretion. Some incumbents may not perform all the duties listed or may perform related duties as assigned. This job description does not constitute an employment agreement and does not change the at-will nature of employment.*