

## **ACCOUNTING TECHNICIAN**

### **DEFINITION**

Under general supervision, to perform a variety of specialized, complex accounting and statistical record keeping and office support work; to prepare, maintain, and process of District fiscal records; to collect data and make General Journal entries; to maintain accounts payable, accounts receivable, payroll, and other information and records; to assist with scale operations, as needed; and to perform other job related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the advanced, specialist-technical level for District accounting and fiscal support functions. An incumbent is expected to maintain a wide variety of accounting and fiscal records, be responsible for General Journal entries, and process a variety of fiscal reports. This level is distinguished from Accounting Assistant II in that an Accounting Technician is normally assigned more specialized fiscal support work requiring more in-depth knowledge of the District Journal and financial reporting requirements.

### **REPORTS TO**

Finance Manager.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

### **EXAMPLES OF DUTIES**

Coordinates the development of the payroll for hourly and salaried employees, performing payroll functions, as needed; collects data and makes a variety of General Journal entries; processes and submits financial reports required by State, County, and federal agencies; closes out a variety of financial statements on a periodic basis; develops and maintains financial and statistical spreadsheets on District functions and activities; performs a variety of District accounting and fiscal record keeping and office support work; may perform accounts receivable assignments, as needed; may process and maintain health insurance and benefit information; reconciles bank accounts; may process sales data and prepares deposits for Last Chance Mercantile sales; may maintain gate card activity records; posts, assembles, tabulates and compares financial data; prepares daily cash deposits for scale operations; prepares warrants, invoices, time records, purchase requisitions, purchase orders, and other fiscal documents; compares, reviews and files bills, vouchers, warrants, and other records; prepares and checks various statistical or accounting tables and reports; maintains subsidiary ledgers; prepares a variety of accounting and statistical reports; prepares bills and delinquency notices; maintains cash account records; reviews claim vouchers; performs a variety of scale operations duties; provides clients and the public with information about District services, disposal requirements, or service billings; prepares letters and reports; operates office equipment such 10-key adding machine, calculator, computer terminal, copier, FAX and other equipment.

### **TYPICAL PHYSICAL REQUIREMENTS**

Frequently stand and walk; sit for extended periods; ability to stoop, kneel or crouch to pick up or move objects; lift and move objects weighing up to 25 pounds without assistance and lift and move heavier objects with assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

## **ACCOUNTING TECHNICIAN - 2**

### **TYPICAL WORKING CONDITIONS**

Normally work is performed in an office environment; some exposure to outdoor conditions; regular contact with other staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- General purposes, methods, practices, and procedures of accounting, financial, and statistical record keeping systems.
- Laws, rules, and regulations impacting the development of District General Journal and financial reporting.
- Bookkeeping principles and procedures.
- Payroll development and reporting requirements.
- Fiscal record keeping systems, procedures, and requirements of the Monterey Regional Waste Management District.
- Operation and use of the District's computerized scale and fee computation equipment.
- Modern office methods, practices, and procedures.
- Correct English usage, spelling, grammar, and punctuation.
- Mathematics.

#### **Ability to:**

- Perform a variety of complex, specialized financial, statistical, payroll and budget record keeping assignments requiring the interpretation and application of accounting and bookkeeping principles.
- Perform a variety of general accounting support duties.
- Apply District financial record keeping and reporting requirements to work assignments.
- Prepare a variety of financial statements and other specialized reports.
- Make mathematical calculations quickly and accurately.
- Identify and correct errors in mathematical computations and financial documents.
- Operate calculators and use a typewriter/computer keyboard at a skill level and with the degree of accuracy required to meet job standards.
- Use a computer and appropriate software to develop and maintain accounting database information.
- Operate an automated scale utilized in landfill operations.
- Maintain good public relations with the public, staff, and vendors.
- Establish and maintain cooperative working relationships.

#### **Training and Experience:**

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two (2) years of financial or statistical record keeping work experience comparable to that of the Monterey Regional Waste Management District job classification of Accounting Assistant II.

#### **Special Requirements:**

None.