

Goleta Sanitary District Job Description

Job Title: Accounting Technician
Department: Administration
Reports To: Administration Supervisor
FLSA Status: Non-Exempt (Non-Salary)

SUMMARY

Under general supervision of the Administration Supervisor, performs bookkeeping, clerical, and secretarial duties involving confidential responsibilities. Assists in providing all administrative support for the Administration, Treatment Facilities, and Collection System departments. Provides customer services at front counter and by telephone as necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Operates computer system, utilizing several software programs including, but not limited to, word processing, governmental financial software (Springbrook), spreadsheets, database, etc.

Review timesheets for errors, input into financial data processing system (Springbrook) prepare payroll related reports including deduction payments, reconcile insurance and benefit allocation, and reconcile all payroll-related liability accounts on a biweekly basis.

Runs and reviews reports in financial data processing system, cash management, payroll, accounts payable.

Sort, audit, code, match and distribute invoices from vendors and service providers ensuring timely payment approval and accurate payment recording into financial data processing system, preparing and disbursing checks.

Establishes and maintains financial and office files, following an established records management system; compiles information for such files; purges files as required.

Receives cash receipts, makes deposits and enters them into computer using financial data processing system.

Conducts research, and compiles and types reports, as necessary. May create new departmental forms, spreadsheets or other means of capturing data

Operates standard office equipment, ten-key calculators, scanner/copier/fax and multiline telephones and other department specific equipment.

Provides backup clerical and administrative assistance to other staff including greeting scheduled visitors cordially and in a professional manner and notifying appropriate staff

person of their arrival, may escort visitor to meeting area.

Using District vehicle runs errands or provides courier services as necessary.

Performs related duties and responsibilities as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Minimum of high school diploma or general education degree (GED) and two (2) years of responsible technical-level accounting experience required and **13 units** of college or business school courses in Accounting or closely related field OR 3 years progressively responsible accounting experience involving financial or payroll record keeping and reporting. Proficient in Microsoft Office. Handwriting must be legible. Ability to type perfect copy at 50 wpm.

MENTAL DEMANDS

While performing the duties of this class, employees are regularly required to use oral and written communication skills; read documents or instructions; analyze and solve problems; observe and interpret data or information; use simple math and mathematical reasoning; learn and apply new information or skills; work under constantly changing deadlines and priorities with constant interruptions.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine correspondence. Ability to speak effectively with customers or employees of District.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs. Ability to understand and perform basic bookkeeping functions.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of a valid California Class C driver's license with a satisfactory driving

record per District insurance standards.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.