



Marina Coast Water District

11 Reservation Road, Marina, CA 93933
(831) 384-6131 | Fax (831) 883-5995

ACCOUNTING TECHNICIAN

DEFINITION

Under general supervision, performs a variety of technical and office support work related to the processing of financial transactions and the preparation and reconciliation of financial and accounting records and reports; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

General supervision is given by the Director of Administrative Services and the Accountant II. No direct supervision of staff is exercised.

CLASS CHARACTERISTICS

This is a fully experienced single-position accounting support class. The incumbent is cross-trained and performs a full range of technical work primarily in the area of accounts payable, in addition to performing a variety of record keeping, reconciliation and report preparation activities. This class is distinguished from general office support and secretarial classes by the technical knowledge of accounting support terminology, processes and procedures. This class is further distinguished from Accountant I/II in that the latter provides oversight, supervision and training to the Technician class series.

EXAMPLES OF DUTIES (Illustrative Only)

- Processes accounts payable.
- Maintains accounts payable records, including vendor information.
- Tracks and processes purchase orders; reviews invoices and reports for accuracy and appropriate authorization; ensures that funds are budgeted and available and prepares documentation for payment; enters and verifies data into the automated accounts payable system to produce payment.
- Receives vendor inquiries via telephone, fax or mail and resolves any issues, problems or requests.
- Prepares and distributes 1099's on an annual basis as well as other forms and reports required by law.
- Provides administrative assistance during financial auditing process.
- Records and verifies a variety of financial transactions; prepares and maintains records and a variety of periodic and special financial, accounting and statistical reports.
- Enters and retrieves information using standard word processing and spreadsheet software.
- May perform general office support duties such as opening and routing mail, preparing correspondence, maintaining an inventory of office supplies and stationary, and duplicating and distributing various written materials.

QUALIFICATIONS

Knowledge of:

- Terminology and practices of financial and accounting document processing and record keeping primarily in the area of accounts payable.
- Basic principles and practices of fund accounting and public agency budgeting.
- Standard office practices and procedures, including the use of standard office equipment.
- Computer applications related to the work, including word processing and spreadsheet applications.
- Records management principles and practices.
- Business arithmetic and statistical techniques.
- Techniques for dealing effectively with the public, vendors, contractors and District staff, in person and over the telephone.

Skill in:

- Performing detailed accounting and financial office support work accurately and in a timely manner.
- Responding to and effectively prioritizing multiple phone calls and other requests for service.
- Interpreting, applying and explaining policies and procedures.
- Composing correspondence and reports independently or from brief instructions.
- Establishing, maintaining and researching files.
- Making accurate arithmetic, financial and statistical computations.
- Using English effectively to communicate in person, over the telephone and in writing.
- Organizing own work, setting priorities and meeting critical time deadlines.
- Entering and retrieving data from a computer with sufficient speed and accuracy to perform assigned work.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education:

Equivalent to graduation from high school, supplemented by coursework related to bookkeeping, basic accounting and/or related computer applications.

Experience:

Two years of experience in processing financial documents, maintaining financial or accounting records.

Physical Demands:

Must possess mobility to work in a standard office setting including standing, walking, sitting, kneeling, stooping, reaching overhead and below waist level. Use of standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, over the telephone.