



**JOB DESCRIPTION**

<b>JOB TITLE:</b>	Accounting Technician I & II	<b>DEPARTMENT:</b>	Finance
<b>REPORTS TO:</b>	Business Services Supervisor	<b>FLSA STATUS:</b>	Non-Exempt
<b>PREPARED DATE:</b>	April 2006	<b>APPROVED DATE:</b>	August 20, 2009
<b>REVISION DATE:</b>	July 2016		

**SUMMARY**

Under general direction of the Business Services Supervisor, performs a variety of accounting and fiscal record keeping for, accounts receivable and accounts payable functions, specialized accounting, statistical record keeping and data entry in support of the Authority’s financial services.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*(Other duties and responsibilities may be assigned.)*

Collects, verifies and processes daily accounts receivable payments from landfill and transfer station customers; reconciles and adjusts account balances; corresponds with customers on past due accounts; prepares periodic reports on debts and collections; assembles data and creates a variety of financial and statistical documentation to support financial reports required by State, County, and federal agencies; develops and maintains financial and statistical spreadsheets on Authority functions and activities; processes purchase orders and payments to vendors; may process and maintain health insurance and benefit information; posts, assembles, tabulates and compares financial data; prepares invoices and other fiscal documents; compares, reviews and files bills, vouchers, and other records; prepares and checks various statistical or accounting tables and reports; maintains subsidiary ledgers; provides landfill customers and the public with information about Authority services, disposal requirements, or service billings; prepares letters and written reports; operates office equipment such 10-key adding machine, calculator, computer terminal, copier, scanner, facsimile and other equipment.

May be asked to represent the Authority at special events and attend meetings outside regular work hours and location as required.

**SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies:

***Communication (Oral/Written)***

Expresses views in a fluent, clear, logical manner, with enthusiasm and confidence. Communicates openly and honestly, and promotes an open exchange of ideas. Is an effective listener – listens openly without interrupting. Keeps people well informed in respect of key organizational and departmental issues, in a timely manner. Delivers information effectively in a variety of written formats including reports, letters, memos, emails, etc.

***Cost Consciousness***

Does not waste resources. Looks for methods to improve processes that have a positive impact on the bottom line.

***Customer Focus/Interpersonal Skills***

Seeks to understand the (complex) dynamics of the customer’s business. Builds effective

customer rapport/relationships and treats them as business partners. Makes customers feel appreciated for their business. Actively seeks and listens to customers' needs, suggestions and feedback. Takes a genuine interest in customers and demonstrates urgency, energy and enthusiasm in satisfying their needs. Is friendly, warm and sincere, and easily approachable. Is tactful, compassionate and sensitive, and treats others with respect and dignity. Is patient and understanding, listens empathetically to others and respects their opinions. Makes others feel appreciated, valued and included, and is considerate of their needs and feelings. Is sensitive to cultural diversity, race, gender, and other individual differences.

### ***Flexibility/Adaptability/Initiative/Proactivity***

Is open to new ways of working, ideas and processes. Adapts quickly and effectively to new environments, people, and responsibilities. Readily adapts to stressful situations and factors outside of his/her control. Actively attempts to influence events and instigates action without having to be urged on. Adapts and improves working methods in order to achieve goals. Anticipates and responds to future needs and opportunities and seizes opportunities when they arise. Anticipates problems and pro-actively develops contingency plans accordingly. Keeps current on emerging job-relevant trends and issues.

### ***Functional Expertise***

Has the functional competence (skills & knowledge) to be effective in his/her job. Keeps specialist competence up to date with ongoing learning/studying. Actively seeks assignments and other on-the-job opportunities to improve self. Shares competence willingly with others.

### ***Teamwork***

Is committed to the team and its goals. Does fair share and is an effective contributor. Fills in for or assists fellow team members when necessary. Develops and maintains productive working relationships within the team. Willingly shares knowledge, skills and job-relevant information. Actively participates in team meetings without monopolizing it or reducing the importance of other team members. Encourages and considers others' ideas, opinions and suggestions. Actively involves self in team activities, and contributes positively towards team spirit and morale. Works effectively in cross-functional project teams (when required).

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty. 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.

### **MINIMUM QUALIFICATIONS**

Three (3) years of increasingly responsible financial or statistical record keeping work experience, including some background in independent financial report preparation, which would provide the required knowledge, skills and abilities.

Desirable Experience and Knowledge Base:

- General purposes, methods, practices, and procedures of accounting, financial, and statistical record keeping Services.
- Laws, rules, and regulations impacting the development of the Authority's General Journal and financial reporting.
- Working knowledge of automated accounting Services and Microsoft Office Suite software.
- Bookkeeping principles and procedures.
- Payroll development and reporting requirements.
- Sound customer service practices and procedures.
- 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 accounting support duties, requiring use of independent judgment and initiative.
- Apply Authority 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 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.
- Maintain good public relations with the public, vendors and customers.
- Establish and maintain cooperative working relationships.

**Certificates, Licenses, Registrations**

- A valid California driver's license is required.

**Accounting Tech II**

- All of the above, and

**OTHER QUALIFICATIONS**

**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 talk and or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

**Work Environment** - The work environment a typical office setting; however field visits may be required on a periodic basis, which may involve outdoor weather conditions, fumes, airborne particles, loud noise levels, and unpleasant odors. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

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I acknowledge that I have received, read, and sought clarification of any questions I have about the content of this job description. I further understand that, in order for the Authority to retain necessary flexibility to meet organizational needs, this job description may be modified from time to time.

\_\_\_\_\_  
Employee

\_\_\_\_\_ Date