

**VICTOR VALLEY WASTEWATER
RECLAMATION AUTHORITY
JOB DESCRIPTION**

**Effective Date:
06/18/2010**

TITLE: ACCOUNTING TECHNICIAN

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Performs accounting duties for disbursement, receipts, payroll and journal entries with proper reasoning, review and enter data, process transactions, maintain accounting records, analyze appropriateness of entries, and prepare a draft of financial statements.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Perform a variety of accounting activities including disbursements, receipts, payroll working with an outside service provider, capital assets, inventory, journal entries, preparation of a draft for financial statements per GAAP, purchasing, and budgets. Duties may vary according to job assignment.
2. Performs, maintains and processes payroll for all Authority employees, including timecard corrections, insurance calculations, payroll tables, salary rates, deductions and various leave payments
3. Performs related payroll functions including balancing and reconciling payroll and time off reports and deduction reports
4. Confers with Authority's departments and individuals regarding changes in payroll status and deduction changes
5. Provides technical information and instruction to departmental personnel regarding procedures and methods involved in processing payroll
6. Provide accurate payroll reports, documents and related reports
7. Performs a variety of complex accounting duties within the Authority's accounting system related to accounts payable, payroll, and general ledger accounts; Ensures timely and accurate posting and maintenance of related data
8. Maintains records of employee deductions and prepare reports and payments to various Federal and State agencies, garnishment reports, insurance and retirement organizations
9. Process accounting transactions in compliance with all applicable rules, regulations and procedures.
10. Provide information and assistance to staff and others having business with the VVWRA; respond to requests for information, and attempt to resolve them by researching files and records within the scope of authority; refer matters requiring policy interpretation to supervisor for resolution.
11. Review source documents for compliance to rules and regulations.
12. Compile and sort documents, and summarize details of transactions in appropriate accounts.
13. Determine proper handling of accounting and technical transactions within designated limits; validate accuracy of data entry and report discrepancies.
14. Check documents for validity and accuracy of information; perform mathematical calculations; record, file and distribute related paperwork and documents.
15. Maintain accounting and bookkeeping records and filing systems; enter data into computer systems; process transactions, update accounts, compile documentation, and generate reports.
16. Assist in the reconciliation and balancing of accounts and bank statements.
17. Code deposits for input.
18. Cross train in a wide variety of technical accounting duties.
19. Communicate effectively and establish and maintain effective working relationships with others.

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QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge:

- Knowledge of Generally Accepted Accounting Principles for government sector accounting.
- Knowledge of applicable state and Federal statutes, rules, codes and regulations.
- Knowledge of Accounting Concepts
- Knowledge of record keeping and file maintenance principles and procedures.
- Knowledge of general ledger reconciliation methods and techniques.
- Knowledge of business and personal computers, and specialized accounting software applications.

Skills:

- Skill in entering data and numerical information into a computer system with speed and accuracy.
- Skill in following accounting standards and procedures, applicable Federal and state rules and regulations, and Board policies and procedures.
- Skill in maintaining electronic records, files and databases.
- Skill in performing mathematical calculations with speed and accuracy.
- Skill in correcting and updating financial information systems.
- Skill in communicating effectively verbally and in writing.
- Skill in operating a personal computer utilizing standard and specialized software.

Education/Experience:

Employee must possess at minimum a Bachelors degree in accounting or closely related field; AND one year of bookkeeping and accounting work experience, preferably in the public sector. Registration as a CPA is preferred but not required.

WORKING ENVIRONMENT

Work is performed in a standard office environment.

Supplemental Information

Ability to:

1. Prepare and review payroll documents, reports, statements, and correspondence accurately; and compile information in a timely manner.
2. Provide technical direction and assist other employees in a timely manner.
3. Operate a computer keyboard, calculator and standard office equipment; and operate a personal computer to utilize word processing, spreadsheet, and accounting system applications.
4. Maintain complete confidentiality of employee information;
5. Perform arithmetical computations and input data with speed and accuracy.
6. Schedule, organize, analyze and complete work in accordance with deadlines.
7. Correctly record and verify transactions.
8. Identify errors or discrepancies in accounting documentation.
9. Compare and match related accounting documents.
10. Understand and follow written and verbal instructions.
11. File documents alphabetically, numerically, and chronologically.
12. Communicate effectively and work cooperatively with employees, customers, general public, vendors, co-workers, departmental representatives, supervisors and management.