

## Sacramento Suburban Water District Classification Specification

**Job Class:** Accounting Technician I/II

**FLSA Status:** Non Exempt

**Effective Date:** April 14, 2023

### **Definition**

Performs a wide variety of technical accounting duties in support of the Finance Department, including preparation and maintenance of the District's records, processing accounts receivable/payable, payroll, general ledger, fixed assets and journal entries; reviews, reconciles, and verifies general accounting information for fiscal records; assists with monthly and annual closing processes; assists in other departmental tasks and duties as assigned.

### **Distinguishing Characteristics**

Accounting Technician I is the entry-level class and is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under close supervision while learning job tasks, progressing to general supervision as procedures and process of assigned area of responsibility are learned. Individuals may advance to the Accounting Technician II position after successfully completing an introductory period, gaining two (2) years of experience, completing a combination of job-related training courses, and demonstrating on-the-job performance, proficiency, and competency.

Accounting Technician II is the journey level class and is distinguished from the I level by the assignment of the full range of complex accounting related duties. Employees at this level receive only occasional instruction or assistance as new, unusual, or unique situations arise and are fully aware of the operating procedures and policies within the work unit.

### **Examples of Essential Duties**

The following duties are typical for this classification. Depending upon the assignment, the employee may not perform all of the listed duties and may be required to perform additional or different duties from those below to address business needs and changing business practices. Management retains the right to add, remove, or change duties at any time.

- Accounts for daily cash receipts, posts water and non-water billing payments, reconciles and prepares deposits.
- Assists with Capital and Development Projects by receiving and posting developer project deposits, expenditures, and revisions.
- Assists with fixed asset acquisition and disposal, ensuring compliance with District policies and procedures.
- Assists with the processing of accounts receivable/payable and payroll functions.
- Reviews original documents and prepares journal entries for review.
- Assists with monthly bank account reconciliations.

- Assists with gathering and distributing financial data and projections for the preparation of the District annual budget.
- Researches and reports on assigned accounting activities.
- Participates in and provides documentation for the annual external and internal audit and year-end closing activities.
- Maintains accounting and related records utilizing the records management (document retrieval) system.
- Assists with month-end and year-end GL account reconciliations.
- Prepares documents for destruction consistent with the District's document retention policy.
- Provides support and backup to other accounting assignments as required.
- Maintains regular attendance and adheres to prescribed work schedule to conduct job responsibilities.
- Builds and maintains positive working relationships with coworkers, other District employees and the public using principles of good customer service.
- Performs related duties as assigned.

### **Minimum Qualifications**

#### ***Knowledge Of:***

- Principles and practices of financial record keeping and municipal accounting system requirements and procedures.
- Policies, procedures and requirements for accounts receivable/payable process and accounting.
- Reconciliation of general and bank accounts.
- Modern office methods, procedures, and equipment including common office computer software and database programs, including the Microsoft Suite of Programs (Word, Excel, Outlook, Access and PowerPoint) and management and financial systems.
- General spreadsheet practices.
- Purposes and practices of outside audits.
- Techniques and principles of effective interpersonal communication.
- Principles and practices of good customer service.
- Principles and practices of work safety.

#### ***Ability To:***

- Perform accurate and timely receivable payments posting, receipt depositing and recordkeeping work.
- Research and compile information regarding receivable/payable transactions, net payments, subsidiary and/or general ledger transactions.
- Assist with bi-weekly payroll processing.
- Perform accurate and timely general and bank account reconciliation.
- Review and verify a variety of financial records and information.
- Make arithmetic calculations quickly and accurately.
- Assist with gathering and compiling information for the preparation of a variety of financial reports and statements.

- Create and review spreadsheets.
- Operate a computer for word processing, database, and department specific software including financial recordkeeping and management information systems and software.
- Be an integral team player, which involves flexibility, cooperation and communication.
- Communicate effectively both verbally and in writing.
- Establish and maintain cooperative working relationships with coworkers, outside agencies, vendors, consultants/contractors and the public.
- Pass pre-employment physical and background check.

***Experience and Education:***

Experience:

*Accounting Technician I:* No experience is required.

*Accounting Technician II:* Two years of accounting experience performing accounting and related work at a level equivalent to the Accounting Technician I.

Education:

Equivalent to an Associate's Degree from an accredited college or university with major course work in accounting, finance, or a related field or equivalent college semester hours/credits. Two years of full-time accounting experience may be substituted for education requirement.

***License and/or Certificates:***

Valid California Driver's License issued by the California Department of Motor Vehicles and proof of good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

**Working Conditions and Physical Demands**

The conditions herein 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 job functions.

- Travels occasionally by automobile in conducting District business.
- Communicates frequently with District management staff, coworkers, and the public in one-to-one and group settings.
- Regularly uses a telephone and email for communication.
- Regularly uses computer, keyboard and mouse.
- Regularly uses office equipment such as copiers and fax machines.
- Works in an office environment; lifts and moves objects up to 25 pounds without assistance such as large binders, books and small office equipment.
- Stands and files for extended periods of time.
- Sits for extended periods of time.
- Hearing and vision required to be within normal ranges with or without correction.

- Occasionally may be required to change working hours or work overtime.

**The specific statements shown in each section of this class specification are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.**

APPROVED:

Dated: April 13, 2023

By:   
\_\_\_\_\_  
Dan York  
General Manager

Employee Statement:

*I certify I have read, understand, and acknowledge receiving a copy of this class specification.*

---

Employee Signature

Date