

Sacramento Suburban Water District Classification Specification

Job Class: Senior Accounting Technician

FLSA Status: Non Exempt

Effective Date: April 14, 2023

Definition

Performs a wide variety of complex 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; analyzes, reconciles, and verifies general accounting information of fiscal records; assists with monthly and annual closing processes; assists in other departmental tasks and duties as assigned.

Distinguishing Characteristics

This is the advanced journey level in the Accounting Technician series. Positions at this level are distinguished from the Accounting Technician II level by the assignment of the full range of complex accounting related duties, the level of responsibility assumed, and independence of action taken. Employees perform the most difficult and responsible types of duties assigned to classes within this series, which may include providing technical and functional supervision over level I and II in this series. Employees at this level 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.

- Performs specialized and detailed work to process accounts receivable/payables and related expenditure authorizations; prepares purchase orders.
- Utilizes and monitors timekeeping and payroll system to perform technical activities in preparation of bi-weekly payroll and related pension and benefit transactions; ensures the integrity of data and information.
- Performs 1099 and use tax preparation, following appropriate tax guidelines.
- Assists with maintaining District vendor contracts.
- Participates in the administration of the District's CAL Card Program, including monthly reconciliation.
- Accounts for daily cash receipts, posts water and non-water billing payments; reconciles and prepares deposits.
- Assists with Capital and Development Projects by receiving, reconciling, and processing developer project deposits, expenditures, and revisions.
- Performs technical duties involving fixed asset acquisition and disposal, ensuring compliance with District policies and procedures.

- Reviews original documents and prepares journal entries for review.
- Performs monthly bank account reconciliations.
- Assists with gathering and distributing financial data and projections for the preparation of the District's annual budget.
- Prepares, compiles, reconciles, and reports on assigned accounting activities.
- Participates in and provides documentation to support the annual external audit and year-end closing activities; supports the internal audit process by collecting and reviewing financial documents.
- Maintains accounting and related records utilizing records management 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:

- Purposes, methods, practices, and principles of financial record keeping, general ledger, project and asset accounting, accounts receivable/payable, lease receivable, and payroll and benefits systems.
- Terminology, laws, ordinances, statutes, and regulations involving proper maintenance of payroll and related benefit records and issue of payments.
- Principles and practices of municipal accounting system requirements, policies, and procedures, including reconciliation of general and bank accounts.
- Advanced spreadsheet practices.
- Purposes and practices of outside audits.
- 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.
- Techniques and principles of effective interpersonal communication.
- Principles and practices of good customer service.
- Principles and practices of work safety.

Ability To:

- Independently perform a variety of complex and specialized financial recordkeeping, fiscal support work, reconciliation, accounts payable, bi-weekly payroll processing and associated system maintenance.
- Perform accurate and timely receivable payments posting, receipt depositing, bank accounts reconciliation, and recordkeeping work.
- Verify, reconcile, and balance financial records and information.

- Research, interpret, and evaluate information regarding receivable/payable transactions, net payments, subsidiary and/or general ledger transactions.
- 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 complex 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, including responding to and assisting with resolving accounts payable and payroll inquiries.
- 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:

Three (3) years of accounting experience performing accounting and related work at a level equivalent to the Accounting Technician II with the District, or five (5) years of accounting experience performing accounting and related work at the Accounting Technician I level.

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 related work experience may be substituted for the 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