

ACCOUNTING TECHNICIAN

This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.

DEFINITION

Under general supervision, performs a variety of technical and clerical accounting duties associated with accounts payable, accounts receivable, permit processing, delinquent accounts, and the sewer user fee program; provides information and assistance to the general public; maintains files and records; and performs a variety of tasks related to assigned area of responsibility; and performs duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory and/or managerial staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This classification is the first of four levels in the accounting/finance job series. This class is responsible for performing a variety of clerical and technical accounting support duties, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Accountant in that the latter performs professional accounting work in the administration and implementation of OC San's financial, auditing, and accounting programs.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative only)

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

- Performs a variety of routine clerical and technical accounting duties associated with accounts payable, accounts receivable, permit processing, delinquent accounts, and the sewer user fee program.
- Receives and sorts invoices by type; makes copies of invoices and sends copies to end user responsible for approval; matches incoming approved invoices with originals; matches invoices and receiving documents with contracts and/or purchase orders.
- Processes and runs checks; verifies invoices against pre-check register and corrects any errors; matches check stubs with coordinating invoices; prints reports; voids and reissues checks as directed.
- Maintains vendor name and address files and W-9 forms.
- Gathers fixed asset data from general ledger; checks and verifies data collected for correct account coding, unit costs, class, and location codes; prepares fixed asset sheets; calculates and balances sheets for computer input.
- Performs data entry of all capital equipment additions, modifications, retirements, and deletions; assigns item numbers to assets for tracking and transfers to the fixed asset accounting system; prepares detailed spreadsheets summarizing all assets and costs.

- Prepares various journal entries and monthly reconciliation reports for supervisor's approval.
- Reviews requests for sewer service fee adjustments; calculates fees and corrects any charges; researches data submitted; follows up with requestor; determines rebate and account validity; confirms parcels associated with request before refunding any overcharges.
- Prepares vouchers and vendor numbers for refund claims to be approved for payment to the end user; cross-references multiple internal lists to ensure no double payment is made; prepares payment request vouchers for adjustments to be made by the County; generates copies of adjustments and forwards original signatures along with payment to the County for processing.
- Compiles, enters, and maintains water and tax data for OC San permit program; responds to calls regarding the permit program; explains billing and/or water and tax information on invoices; compares discharge data with previous year for quality control in annual reconciliation.
- Generates annual reconciliation and quarterly billings for permittees; makes billing changes as necessary; issues new billings or credits if needed; processes refund checks or applies credits to appropriate accounts.
- Processes invoices for distribution to public and private sector agencies for services provided by OC San; generates, maintains, and mails invoices to customers; forwards copies of requested billings to appropriate departments.
- Receives monies from external and internal customers; codes, reconciles, and processes accounts receivable into OC San's computer system; processes refund checks or applies credits to appropriate accounts; prepares journal entries; prepares daily deposits.
- Generates and distributes monthly statements to delinquent accounts; performs follow-up calls or distributes further mailings as needed; generates an aging report for delinquent accounts.
- Verifies and reviews data, materials, records, and reports for completeness, accuracy, and conformance with established regulations and procedures; prepares records for storage; creates labels for files.
- Provides information and assistance to the public and other OC San staff in interpreting and applying OC San policies, procedures, and ordinances.
- Ensures safety and health procedures and precautions are adhered to, corrects unsafe work conditions/practices, and/or reports unsafe work conditions/practices to assigned supervisory or managerial staff.
- Performs duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic accounting principles and practices.
- Basic mathematical principles and calculations.
- Basic principles and procedures of financial record keeping.
- Methods and techniques of coding and balancing accounting records.
- Basic methods and techniques of preparing financial spreadsheets and reports.
- Applicable federal, state, and local laws, codes, and ordinances relevant to area(s) of responsibility.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Current equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform detailed clerical and technical accounting work supporting the processing of accounts payable/receivable accurately and in a timely manner.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Make accurate arithmetic, financial, and statistical computations.

- Understand, interpret, apply, and ensure compliance with all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Maintain a variety of current and accurate financial records and files.
- Review and interpret accounting transactions and records.
- Collect, compile, and research information and data.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence and independent judgment within general policy, procedural, and legal guidelines.
- Comply with safe work practices and procedures in the workplace.
- Provide a high level of customer service by effectively dealing with the public, vendors, contractors, and OC San staff.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Employment Standards:

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OC San.

1. High school diploma or G.E.D., supplemented by specialized training or coursework in finance, accounting, or a related field.
2. Two (2) years of clerical accounting experience.

Licenses and/or Certifications:

None.

Disaster Service Workers:

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

PHYSICAL DEMANDS

- Mobility to work in a standard office setting and use standard office equipment, including a computer; this is primarily a sedentary office classification although standing in work areas and walking between work areas may be required; occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects up to 35 pounds.
- Vision to read printed materials and a computer screen.
- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

ENVIRONMENTAL ELEMENTS

- Office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

OTHER REQUIREMENTS

- Probationary Period: All OC San employees, except classifications considered “at-will”, are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, policies, and/or resolutions. Employees who have not yet successfully completed their initial probationary period serve “at-will” and may be released from employment without cause or recourse to any appeal or grievance procedures.
- Pre-Employment: All employment offers are contingent upon successful completion of OC San’s pre-employment process, which includes a background investigation, a physical examination, and a drug screen.
- Work Location Assignment: Employees will be assigned to a work location based on business needs which may be located at any/all of OC San locations; this work location may be changed at any time.