



## Hi-Desert Water District Classification Specification

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**Job Title:** Accounting Technician I

**Job Grade:** 6

**FLSA Status:** Non-Exempt

**Date:** August 31, 2016

### **JOB SUMMARY**

Under the direction of the Controller, the position of Accounting Technician I is responsible for performing a wide variety of moderate to complex clerical duties including, but not limited to, processing accounts payable, processing collections, assisting with billing and customer service, and supporting the Finance Department. Performs other duties as assigned.

### **SUPERVISION RECEIVED / EXERCISED**

Receives general direction from the Controller. May provide work coordination for other office support staff.

### **DISTINGUISHING CHARACTERISTICS**

This class is the entry level in the Accounting Technician series with primary responsibility for accounts payable. It is differentiated from the Accounting Technician II and III in that incumbents are expected to work with some supervision and have responsibility for intermediate to moderately difficult and complex duties.

### **ESSENTIAL FUNCTIONS** *(include but are not limited to the following)*

*Class specifications are only intended to present a description summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not** include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of the incumbents within the class.*

- Processes Accounts Payable.
- Assists with preparation of District payroll.
- Assists Controller with daily accounting operations.
- Performs accounting functions including, but not limited to, preparing demand lists and reconciling daily ACH/credit card batches.
- Prepares the monthly report including demand list and payroll demand list for the Board of Directors.

- Prepares Use Taxes and 1099s on an annual basis.
- Supports and backs up the billing functions including production of a monthly paper bill, processing daily work orders, past due letters, late charges and uploading bank payments and ACH processing.
- Supports and backs up the Customer Service Department including receiving payments, answering phones, and creating work orders.
- Prepares correspondence, memoranda, and other items.
- Performs other related duties as assigned.

## **JOB SPECIFICATIONS**

### **Knowledge**

- Principles and practices of basic accounting.
- Development and maintenance of filing and record keeping systems.
- Principles of mathematics.
- Principles and practices of general ledgers and posting procedures.
- Basic English usage, spelling, grammar and punctuation.
- Modern office practices, equipment, and procedures.
- Personal computer operation and related software applications at a basic level.
- Laws, ordinances, statues, and regulations controlling handling customer accounts.
- District policies, rules, regulations and procedures.
- Best practices in customer service.
- Appropriate safety precautions, procedures, practices and regulations

### **Skills and Abilities**

- Operate a computer workstation with basic skill level in Excel, Word, and Outlook, including setup and maintenance of an Excel spreadsheet. Type a minimum of 45 wpm.
- Advanced data entry and 10-key functions.
- Listen and effectively and courteously interface with customers.
- Exercise independent judgment and initiative within established guidelines.
- Interpret and follow District codes, policies, and standards
- Maintain complete and accurate records and documentation
- Understand and carry out oral and written instructions
- Communicate clearly and concisely, both verbally and in writing
- Establish and maintain cooperative working relationships with all levels of co-workers, customers, Board Members, and vendors
- Deal courteously and appropriately with the public.
- Work with little supervision.
- Prioritization, organization, and coordination.

## **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS**

*The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.*

- Work in an office environment with some exposure to dust, dirt and hazardous materials.
- Work at a desk for extended periods of time. Stand, walk and sit for extended time periods; able to carry, push, pull, reach and lift objects of up to 15 pounds such as large binders, books, and small office equipment. Move boxes paper, envelopes, bills and reports using a cart. Hearing and vision within normal ranges with or without correction.
- Communicate orally with District management, co-workers, and the public in face-to-face, one-on-one and group settings; regularly use a telephone and two-way radio for communication.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment. Operate office equipment such as computer and keyboard, copiers, and fax machines; look at computer monitor for extended time periods.
- Travel by vehicle while conducting District business.
- Read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with all levels of District management, board members, other elected and appointed government officials, media representatives, business and community leaders, employees, financial institutions, consultants, vendors, the public and others encountered in the course of work.

## **QUALIFICATIONS**

### **Education and/or Previous Work Experience**

Any combination of experience and training that would provide the knowledge and abilities to perform the position is qualifying. A typical way to obtain the required knowledge and abilities would include the following:

- High school diploma or equivalent
- One (1) year of experience in billing and/or customer service. Public agency experience and exposure to payroll processing is preferred.

### **License / Certificate:**

Possession of a valid Class C California driver's license and satisfactory driving record free from multiple or serious traffic violations or accidents for a period of at least two (2) years.

### **Other requirements:**

Completion of and satisfactory results of pre-employment drug and alcohol test; physical examination indicating fitness for duty; DMV record review; and background investigation.