



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## ACCOUNTING TECHNICIAN I

<b>Group-Section:</b> Chief Financial Officer	<b>FLSA Status:</b> Non-Exempt <b>Bargaining Unit:</b> AFSCME	<b>Salary Grade:</b> 29 <b>Job #:</b> VA01
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### JOB SUMMARY

This is the intermediate level position performing Accounting Technician I job duties.

### DISTINGUISHING CHARACTERISTICS

Positions at this level are provided established procedures for doing the work and a number of specific guidelines are available. The number and similarity of guidelines and work situations requires the employee to use judgment in locating and selecting the most appropriate guidelines, references, and procedures for application, and in making minor deviations to adapt the guidelines in specific cases. At this level, the employee may also determine which of several established alternatives to use. Situations to which the existing guidelines cannot be applied or significant deviations from the guidelines are proposed are referred to higher level staff. The work consists of duties that involve related steps, processes, or methods. Decisions regarding what needs to be done involve various choices requiring the employee to recognize the existence of and differences among a few easily recognizable situations. Actions to be taken or responses to be made differ in such things as the source of information, the kind of transactions or entries, or other differences of a factual nature. The work involves the execution of specific rules, regulations, or procedures and typically comprises a complete segment of an assignment or project of broader scope.

### OVERSIGHT

**Supervision Received:** The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

**Supervision Given:** None

### JOB DUTIES

#### Accounts Payable

1. Opens, stamps, sorts, and batches incoming accounts payable invoices.
2. Monitors and distributes accounts payables hotline calls and messages.
3. Monitors and distributes accounts payables business incoming emails.
4. Files and retrieves accounts payables batch folders and W-9 forms.

5. Processes utility bills for payment.
6. Performs other related Accounting Technician job duties as required.

### **Payroll**

1. Assists in the research and resolution of payroll discrepancies. Calculates and processes leave adjustments, payoffs, and back pay.
2. Responds to inquiries regarding payroll policies and procedures, timekeeping, time entry system, and technical problems.
3. May update employee data in payroll and timekeeping systems.
4. Gathers data to prepare reports or spreadsheets for payroll related issues or actions. May work with legal staff to assist in compliance with orders.
5. May process employee leave donations and requests.
6. Performs other related Accounting Technician job duties as required.

### **Revenue and Receivables**

1. Inputs daily cash and investments into the automated financial system and verifies accuracy of input. Reviews and verifies daily treasury investment system activity.
2. Inputs debt principal and interest payments into automated financial system and verifies accuracy of input.
3. Assists in the quarterly calculation and processing of sales and use tax payment requests to the State Board of Equalization for miscellaneous revenues.
4. Assists in the maintenance of the various trust accounts, including workers' compensation, third party liability.
5. Assists in the funding of daily collection reports and maintaining of the suspense account for unidentified cash items.
6. Assists in the review and preparation of invoices for sales and services.
7. Assists in the distribution of property taxes to member agencies, including preparation of related journal entries.
8. Performs less complex account analysis and reconciliations, as required.
9. Performs other related Accounting Technician job duties, as required.

### **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

Job Title: Accounting Technician I  
Job Code: VA01  
Adopted: 03/11/13  
Revised:  
Supercedes:  
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**Education and Experience:** High school diploma or general education development test (GED) and two years of relevant experience; completion of two years of full time accredited college work in accounting or related business field may be substituted for one year of related experience.

**General Required Knowledge of:** Mathematics; and current office technology and equipment.

**Accounts Payable Required Knowledge of:** Basic accounts payable practices.

**Payroll Required Knowledge of:** Basic payroll practices.

**Revenue and Receivables Required Knowledge of:** Basic accounting principles and practices; enterprise accounting systems.

**General Required Skills and Abilities to:** Operate enterprise accounting systems; problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; and operate current office equipment including computers and supporting applications.

### **CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS**

Employees in this position may be required to obtain and maintain the following certifications, licensing, and registrations:

#### **Certificates**

- None

#### **Licenses**

- Valid California Class C Driver License that allows you to drive in the course of your employment

#### **Registrations**

- None

### **PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS**

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

**Physical Demands:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

**Work Environment:** The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

**Vision Requirements:** No special vision requirements.