



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

ACCOUNTING TECHNICIAN II

Group-Section: Chief Financial Officer	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 34 Job #: VA02
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JOB SUMMARY

This is the journey level position performing Accounting Technician II job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are fully competent and use judgment in interpreting and adapting basic accounting principles, practices, and guidelines such as policies, regulations, precedents, and work directions for application to specific cases or problems. The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria.

OVERSIGHT

Supervision Received: The supervisor makes assignments by defining objectives, priorities, and deadlines; and assists the employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

Supervision Given: May act as a lead. May coordinate and review work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

JOB DUTIES

Accounts Payable

1. Processes vendor invoices for payment.
2. Responds to inquiries from internal staff and vendors related to invoice process.
3. Reviews invoice aging report and works on resolving invoice issues.
4. Gathers invoices to enter sales and use tax data into Excel and Oracle system for use in preparing quarterly tax returns.
5. Processes payment for property tax, leases, utilities, Visa statement, escrow, title, condemnation, and major contracts.
6. Performs other related Accounting Technician job duties as required.

Payroll

1. Processes payroll and researches and resolves 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. Provides information to Legal and/or Human Resources.
3. Troubleshoots payroll software application problems. May assist in testing of payroll and timekeeping systems.
4. Updates employee data in payroll and timekeeping systems.
5. Gathers data to prepare reports or spreadsheets for payroll related issues or actions. May work with legal staff to assist in compliance with orders.
6. Reviews and calculates workers compensation excess payments, leave credits, and benefits adjustments. Notifies employees of overpayments and leave credits and updates payroll system.
7. Reviews and administers timekeeping, pay, and benefits for employees on leave in accordance with applicable policies and procedures. Coordinates with Human Resources and Legal and updates leave management system.
8. Processes employee leave donations and requests and maintains employee relief fund.
9. Transmits direct deposits, garnishments, and retirement contributions to appropriate entities.
10. Reviews and reconciles benefits and payroll reports to process payments.
11. Trains staff in timekeeping and payroll functions.
12. 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 and reconciles monthly investment statement.
2. Inputs debt principal and interest payments into automated financial system and verifies accuracy of input.
3. Calculates and processes payment requests to pay the State Board of Equalization Quarterly Sales Tax due for miscellaneous revenues.
4. Calculates and processes employee payroll deductions for district housing, non-cash taxable fringe benefits, and savings bonds.
5. Processes deposits and disbursements, and reconciles trust account balances for workers' compensation and third-party liability. Prepares activity reports and performs monthly bank reconciliation.

6. Processes and inputs daily collections into the accounts receivable system and maintains suspense account for unidentified cash items.
7. Reviews and prepares invoices for sales and services.
8. Processes property tax distribution to member agencies, prepares monthly property tax report, and prepares related journal entries.
9. Prepares monthly account analyses and reconciliations.
10. Performs other related Accounting Technician job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: High school diploma or general education development test (GED) and four years of increasingly responsible, relevant experience; or two years in a MWD Accounting Technician I classification; completion of two years full time accredited college work in accounting or related business field may be substituted for one year of related experience.

General Required Knowledge of: Enterprise accounting systems; mathematics; and current office technology and equipment.

Accounts Payables Required Knowledge of: Basic accounts payable practices.

Payroll Required Knowledge of: Basic payroll practices and state and federal payroll tax laws.

Revenues and Receivables Required Knowledge of: Basic accounting principles and practices.

General Required Skills and Abilities to: Operate enterprise accounting system; use independent judgment and exercise discretion; 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.