

ACCOUNTING TECHNICIAN II

Definition:

Under general supervision, performs a wide variety of technical accounting tasks in preparing and maintaining the Agency's accounting records, and performs related duties as required.

Distinguishing Characteristics:

This is the journey level technician position and is distinguished from the entry level by the requirement for greater breadth of knowledge, increased independence of action and more complex duties. Employees work in an office setting and regularly lift and carry 35 pounds. Finger dexterity and the ability to focus vision, both close and far, are required. Occasionally may be outside in inclement weather and traverse uneven terrain.

Examples of Duties:

- duties described in the Accounting Technician I position;
- check progress payment claims by contractors to verify to contract and that the stated services have been performed;
- implement bi-weekly computer-produced payrolls;
- prepare all required reports, documents, and maintain data on employee;
- maintain subsidiary records of fixed assets and depreciation, and tag all fixed assets;
- assist in the preparation of schedules as required for audits and special requests;
- maintain a variety of files;
- assist buyer with purchasing tasks and records as required.

Qualifications:

Knowledge of:

- principles, procedures, practices and terminology used in accounting, financial record keeping, and auditing;
- payroll federal and state tax laws;
- SDI computations;
- 125 cafeteria plan, deferred compensation benefits, and the ability to calculate payroll taxes on these benefits;
- principles and practices of engineering contracting, accounting and payment schedules;

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- operation of computer input terminal and calculating machines;
- modern office terminology, procedures and equipment;
- methods, procedures, practices, and terminology used in data processing and purchasing.

Ability to:

- apply accounting principles to the maintenance of accounting, financial, and payroll transactions;
- carry out directions independent of close supervision;
- analyze situations accurately, and adopt an effective course of action;
- detect errors in department's computer programs;
- prepare bid documents and requests for proposal from rough drafts;
- make accurate arithmetic calculations;
- understand and carry out verbal and written instructions;
- establish and maintain cooperative work relationships;
- operate a personal computer using spreadsheet and word processing software.

Education/Experience:

Sufficient education, training and experience to demonstrate the knowledge, skills and abilities listed above. These would normally be acquired by completion of two (2) years of college in accounting, bookkeeping, or a closely related field; and five (5) years experience in financial/statistical record keeping and accounting/bookkeeping, one (1) of which must have been with a water or public utility and three (3) of which must have been using a computerized bookkeeping/accounting system.

License/Certificates:

Must possess and maintain a valid California driver's license with an acceptable driving record.