

ACCOUNTING TECHNICIAN III

Definition:

Under general supervision, performs a wide variety of technical accounting tasks involved in the preparation and maintenance of the Agency's accounting records, and performs related duties.

Distinguishing Characteristics:

This is the advanced level of the technical accounting class. Employees are expected to handle complex accounting tasks with little or no supervision and to train and assist lower level technicians as needed. Employees work in an office environment 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 and II positions;
- participate in the implementation of finance-related data processing applications;
- assist in the data processing design and implementation of source documents, transmittals, and financial reports as needed;
- maintain accurate project cost control records and balances to general ledger;
- assist in the preparation of construction draws for bonds and grants;
- maintain detailed records of assessment receivables and detailed records of deposits;
- assist Buyer with purchasing tasks including the preparation and review of bids, budget preparation, report and correspondence preparation, and related duties.

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 and deferred compensation benefits, and the ability to calculate payroll taxes on these benefits;

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- principles and practices of engineering contracting, accounting and payment schedules;
- governmental accounting principles and procedures, including cash accounts and transferring funds between entities;
- departmental computer systems and programs;
- operation of computers 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, cost accounting, payroll and purchasing transactions;
- perform a wide variety of difficult sub-professional accounting work;
- carry out directions independent of close supervision;
- analyze situations accurately and adopt an effective course of action;
- detect errors and how they affect department's computer programs;
- assist in the planning and implementation of finance-related data processing applications;
- operate personal computer using spreadsheet and word processing software;
- train and assist staff;
- answer inquiries from other departments and auditors;
- make accurate arithmetic calculations;
- understand and carry out verbal and written instructions; establish and maintain cooperative work relationships;
- spell correctly and use proper grammar.

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 level course work in accounting or bookkeeping and six (6) years of financial/statistical record keeping and accounting/bookkeeping experience, at least four (4) of which must be with a computerized accounting system and two (2) of which were with a water or public utility.

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License/Certificates:

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