



Title: Accounting Technician

FLSA Status: NON-EXEMPT

BRIEF DESCRIPTION:

The purpose of this position is to perform complex technical accounting activities for the District such as accounts receivable, maintenance of general ledger, reconciliations, collections, bookkeeping and financial recordkeeping. This is accomplished by processing accounts receivables; recording cash activities; reconciling transactions; posting journal entries and accruals; responding to internal and external customer inquiries consistent with job function.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	S	Records and reconciles daily cash activities, performs general bookkeeping activities including fare pre-payment and mail/telephone order (FPP/MTO) transactions, revenue center, bank transfers, wires, general receipts, and miscellaneous transactions in computerized systems or spreadsheets; prints and files daily paperwork; responds to internal/external customer inquiries regarding transactions.	40%
2	S	Performs accounts receivable transactions, including reviewing transactions for accuracy and contract compliance and running reports from computerized system; processes manual and recurring billings for receivables; prepares and sends statements; prepares collection letters and other related correspondence; makes collection calls; updates customer contact information and job procedures; analyzes receivable balances and prepares resolutions for manager review, produces and distributes financial reports to appropriate departments; trains customers and new staff.	25%
3	S	Performs account reconciliations and reports for various accounts and bank accounts, reconciles revenues, payments, adjustments and credits; posts journal entries; prepares check requests; administers amortization and depreciation schedules; records and posts deposits.	20%
4	L	Establishes and maintains files, ledgers and journals to document financial transactions; reviews, reconciles and produces general ledger report; archives files, ledgers and	10%



		journals; calculates consumer price index, cost of living increases and interest charges related to District contracts.	
5	L	Verifies media inventory reconciles account balances and reports discrepancies; sends and reviews paperwork for petty cash box transfers, start-ups and closures, including special events; verifies inventory returns and ensures destruction of expired media; prepares invoices and trend studies for real estate leases, bike lockers, commissionable outlets, exchanges, expiring media and FPP sales; assists accounting staff with external audits by providing documents, reports, statements and journals; tracks bankruptcy filings and write-offs.	5%

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school in Accounting, Business Administration or related field. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	Minimum of two (2) years of general accounting experience in the areas of accounts payable, accounts receivable and/or payroll processing.
Supervision	Position requires the occasional direction of helpers, assistants, seasonal employees, interns or temporary employees.
Human Collaboration Skills	Requires regular interaction involving exchange and receipt of information.
Freedom to Act	After receiving general instructions, the employee normally performs the duty assignments as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion and impact of actions results in moderate benefits or costs in time, money, or public/employee relations.
Technical Skills	Skilled - Work requires a comprehensive, practical knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively. Application of skills and resulting work product affects unit processes.
Budget Responsibility	Position has no fiscal responsibility.



Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to the college level. However, it may be obtained from experience and self-study.
Math	Intermediate – Ability to deal with a system of real numbers and practical applications of fractions, percentages, ratios/proportions and measurement. Ordinarily such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate – Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to the college level. However, it may be obtained from experience and self-study.
Certification & Other Requirements	None.

KNOWLEDGE
<ul style="list-style-type: none"> • General accounting principles, standards, practices, techniques and methods • Mathematical concepts necessary to make calculations related to accounting transaction • Principles and methods of cash handling • Record keeping and filing methods and systems • Practical application of computers and peripheral equipment • English grammar, punctuation, spelling and usage • Standard office machine usage • General methods of tactful public communication and customer service practices

SKILLS
<ul style="list-style-type: none"> • Intermediate word processing, spreadsheet, database and e-mail software • Specialized software related to functional area



ABILITIES
<ul style="list-style-type: none"> • Learn, understand and apply District and departmental operating policies, procedures, systems, and methods • Interpret and apply applicable accounting/audit laws • Analyze and interpret fiscal records and documents • Learn HRIS processes related to position • Understand and follow verbal and written instructions • Organize information clearly and precisely • Handle all internal/external contacts with courtesy, diplomacy, and tact • Establish and maintain effective working relationships with employees and external contacts • Effectively deal with difficult people and situations • Prioritize and deal with conflicting workload requirements • Communicate clearly and concisely in English both orally and in writing • Apply customer service skills, representing the District in a positive way while working with the public • Reconcile account information and post transactions accurately • Maintain records and prepare financial and accounting reports related to position • Compose written reports/correspondence independently • Accurately proofread details, noting and detecting errors

OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-				
Sedentary	Light	Medium X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously <small>2/3 or more of the time.</small>	F Frequently <small>From 1/3 to 2/3 of the time.</small>	O Occasionally <small>Up to 1/3 of the time.</small>	R Rarely <small>Less than 1 hour per week.</small>	N Never <small>Never occurs.</small>
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	Communicating with co-workers
Sitting	C	Desk work; Meetings; Driving
Walking	O	To other departments/offices
Lifting	O	Supplies; Equipment; Files
Carrying	O	Supplies; Equipment; Files
Pushing/Pulling	O	File drawers; Tables and chairs
Reaching	O	For supplies; For files



Handling	C	Paperwork; Monies; Fare Prepayment Media
Fine Dexterity	C	Computer keyboard; Telephone keypad
Kneeling	R	Filing in lower drawers; Retrieving items from lower shelves/ground
Crouching	O	Filing in lower drawers; Retrieving items from lower shelves/ground
Crawling	N	
Bending	O	Filing in lower drawers; Retrieving items from lower shelves/ground
Twisting	O	From computer to telephone; Getting inside vehicle
Climbing	O	Stairs
Balancing	O	On step stools
Vision	C	Reading; Computer screen; Observing work site
Hearing	F	Communicating via telephone/radio, to co-workers/public; Listening to equipment
Talking	F	Communicating via telephone/radio, to co-workers/public
Foot Controls	R	Driving
Other (specified, if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, fax machine, 10-key, copier, hole punch, printer, scanner, PC, software related to duties

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	R
Physical Danger or Abuse	N
Other (specified, if applicable)	

-Environmental Factors-	
Respiratory Hazards	S
Extreme Temperatures	S
Noise and Vibration	N
Wetness/Humidity	S
Physical Hazards	N

PROTECTIVE EQUIPMENT REQUIRED: None



NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	O
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (specified, if applicable)	

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other – Closed room environment	
Recreation/Neighborhood Center			

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.