

SILICON VALLEY CLEAN WATER
Job Description
October 2013

Disclaimer – Class descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. They cannot include, and not intended to include, every possible activity and task performed by every specific employee.

JOB TITLE: Accounting Technician

GRADE:

FLSA: Non-Exempt

Every employee shall serve at the will and pleasure of Silicon Valley Clean Water ("SVCW"). No employee has, or may acquire, a property interest, nor any other kind of interest in, or right to, continuing employment with SVCW. The Manager, upon request of an employee who has been discharged, will review all the circumstances of such discharge.

SUMMARY

Performs a wide variety of paraprofessional and clerical accounting work; maintains financial records and processes documents involving financial transactions specifically as they pertain to the payroll, accounts payable and receivable functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Prepares and monitors payroll; audits time sheets and verifies for accuracy.
- Inputs, edits, and corrects time card data; contacts and advises others on errors or changes in time cards.
- Distributes payroll reports and time cards to departments.
- Computes retirement, resignations, and other types of payment entitlements.
- Computes and inputs payroll adjustments and garnishments.
- Answers questions regarding payroll codes and other payroll related areas.
- Check all personnel action forms for accuracy and make necessary corrections.
- Computes retroactive pay adjustments; inputs manual adjustments to payroll and terminations after completion of payroll.
- Research payroll records for problems and make necessary corrections.
- Prepares and monitors payroll deductions and remits a variety of payments and reports.
- Maintains personnel records and fringe benefit accruals.

- Prepares and types purchase orders, vouchers, and other forms and reports.
- Verifies and processes accounts payable for payment.
- Prepares invoices and maintains Accounts Receivable records; processes invoices; determines past due invoice payments and sends notices.
- Processes and maintains cash receipts.
- Maintains insurance spreadsheet; reconciles insurance statements.
- Performs fixed asset management.
- Performs an end-of-month accounts receivable process.
- Prepares and inputs journal entries.
- Provides technical support to auditors and accountants.
- Maintains a variety of files; prepares statistical reports.
- Performs a variety of other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Silicon Valley Clean Water policies and procedures.
- Accounting and record keeping principles and practices.
- Accounts payable procedures and practices.
- Modern office methods and procedures.
- Filing systems.
- Office equipment such as computer, printer, fax machine, photocopier.
- Word processing, spreadsheet and other related software applications.

Ability to:

- Apply accounting principles and procedures to a variety of transactions.
- Communicate effectively verbally and in writing.
- Maintain records, prepare reports.
- Work with accuracy and attention to detail.
- Type 40 words per minute.
- Use ten-key calculator.
- Operate PC and related software applications.
- Effectively organize and prioritize assigned work.
- Establish and maintain effective working relationships with other people.

EDUCATION and/or EXPERIENCE:

Any combination of education and experience that demonstrates possession of the requisite knowledge, skills and abilities. A typical way to obtain these would be:

High School Diploma or an equivalent certificate or diploma recognized by the State of California. Coursework in Accounting, Finance, or Business. Associate of Arts degree preferred.

Two (2) years' experience in a paraprofessional accounting position.

CERTIFICATION and LICENSING:

Valid California Class C Driver's License and an acceptable driving record as defined by SVCW's Driving Eligibility Standards.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands and fingers to handle, or feel; reach with hands and arms; and talk and hear in English. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee is occasionally exposed to outside weather conditions and uses personal vehicle and occasionally works evenings or on weekends. The noise level in the work environment is usually minimal.