

**SILICON VALLEY CLEAN WATER**  
**Job Description**  
**March 2025**

**JOB TITLE: Accounting Technician**

**FLSA: Non-Exempt**

**CLASSIFICATION: Confidential-General**

*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.*

**SUMMARY**

Performs a wide variety of paraprofessional and technical accounting work; maintains financial records and processes documents involving financial transactions specifically related to the accounts payable, accounts receivable, payroll, and fixed assets 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 accommodation may be made to enable individuals with disabilities to perform essential functions.*

**Accounts Payable:**

- Maintain accounts payable records, including vendor information, in financial systems.
- Ensure IRS Form W-9 and CA Form 590/587 records are accurate and complete.
- Review and process invoices, credit cards, and reports for accuracy and authorization.
- Enter and verify data to produce payment, prepare and mail payments, and file records.
- Reconcile vendor statement of accounts and investigate past due invoices.
- Prepare monthly, quarterly, and annual reports to state and federal regulatory agencies.
- Respond to vendor inquiries and resolve issues or requests.

**Accounts Receivable:**

- Prepare and distribute accounts receivable invoices and maintain records; Attend to aging of invoices and notify customers of past due items.
- Record incoming payment receipts already logged by other staff.

**Payroll:**

- Input, verify, update and maintain employee payroll records; Assist in timecard reviews to ensure accuracy and completeness.
- Create and distribute payroll reports.
- Compute retroactive pay adjustments, payouts, and garnishments. Research payroll records to identify corrections and resolve as needed.
- Assist in biweekly updates to CalPERS payroll reporting requirements.
- Assist in the preparation of various governmental and specialized reports.

**Fixed Assets:**

- Enter fixed asset additions and disposal activity.

**Other**

- Maintain pertinent financial files; prepare statistical reports.
- Retrieve financial record backup for reporting.
- Perform 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:**

- Terminology and practices of financial and accounting document processing and record keeping, including accounts payable, accounts receivable, and payroll.
- Basic accounting principles.
- Records management principles and practices.
- Customer service and problem resolution techniques.
- Standard technologies used to correspond and prepare spreadsheets and reports.
- Business arithmetic and statistical techniques.

### **Ability to:**

- Work independently; use initiative and independent judgment to effectively organize and prioritize assigned work to meet critical deadlines.
- Apply accounting principles and procedures to a variety of transactions.
- Research and reconcile discrepancies.
- Interpret, apply and explain administrative procedures.
- Respond to requests and appropriately prioritize them.
- Communicate effectively verbally, and in writing.
- Establish, maintain accurate records, and prepare useful reports.
- Work with accuracy, completion, and attention to detail.
- Operate standard technology equipment and software applications.
- Proficiently use ten-key methods.

## **Interpersonal Effectiveness**

Effectively work in a collaborative organization focused on continuous improvement; establish and maintain a positive customer service attitude and effective working relationships with internal and external customers; demonstration of strong two-way communication skills, including the ability to listen, explain and facilitate; ability to ask for input; offer help without being asked; accept suggestions; work with others to solve problems; and provide recognition and encouragement; ability to address co-workers needs; identifying issues and concerns, exploring solutions and implementing improvements.

## **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 an accredited authority. Coursework in Accounting, Finance, or Business. Associate degree preferred.
- Two (2) years' experience in a paraprofessional accounting position.

## **CERTIFICATION and LICENSES**

- 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 accommodation 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 accommodation 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 on a computer and with a video display. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually minimal.

*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.*