

TAHOE-TRUCKEE SANITATION AGENCY

Class Specification

Agency Job Title: Accounting Technician I/II

Department: Administrative Services

FLSA Status: NON EXEMPT

Revised as of: **12/2019**

DEFINITION

Performs general to complex accounting tasks, cash processing, payroll functions, accounts payable, accounts receivable, audit and budget preparation; performs a variety of technical tasks relative to assigned area of responsibility; and provides related clerical support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

Accounting Technician I - This is the entry level class in the Accounting Technician series. Positions in this class typically require little directly related work experience. The Accounting Technician I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Accounting Technician II - This is the journey level class in the Accounting Technician series and is distinguished from the I level by the assignment and satisfactory performance of the full range of duties. Employees at this level receive relatively less instruction or assistance, as employees at this level are expected to be fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level once the incumbent meets the qualification standards of the II level, demonstrates an ability to perform the full scope of the work, and otherwise meets performance standards.

SUPERVISION RECEIVED AND EXERCISED

Accounting Technician I

Reports directly to, and receives immediate supervision from the Accounting Supervisor.

Accounting Technician II

Reports directly to, and receives general supervision from the Accounting Supervisor.

EXAMPLES OF DUTIES (for Accounting Technician I and II): *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

JOB TITLE: Accounting Technician I/II

- Provides maintenance of the Agency's accounting and financial records, accounts payable and receivable, payroll and various journals and ledgers, as assigned.
- Provides customer service and answers phones; researches and provides information and answers or, when appropriate, refers questions; assists the billing department and other departments; scans files and records; processes cash receipts and payments.
- Processes payroll including employee time records; processes and prints checks and processes direct deposits; verifies and processes tax payments, benefits deductions and other payroll entries and adjustments; balances payroll to general ledger; and prepares management reports, as assigned.
- Calculates, processes, posts and reconciles accounts receivable, accounts payable, bank records and statements; advises supervisor of bond payments and status.
- Prepares a variety of financial statements.
- Processes manual checks, performs backups, and balances and maintains records, files and ledgers for a variety of transactions and accounting needs.
- Prepares and files a variety of federal and state taxes and reports.
- Performs W-2 calculations, audit preparation, budget preparation and creates a variety of reports.
- Gathers, researches and compiles data for annual audit; prepares audit spreadsheets and reports; performs year end closing activities.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Balances records; reviews invoices and related documents; reconciles differences; researches and assembles information from a variety of sources for completion of forms or the preparation of reports.
- Processes correspondence and other documents.
- Represents the Agency with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Builds and maintains positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.
- Performs related duties as assigned.

QUALIFICATIONS

Accounting Technician I

Knowledge of:

- Basic methods and procedures of accounting, bookkeeping, records management, office functions and cash handling.
- Basic methods and procedures of payroll functions and processing.
- Basic principles and practices of budget preparation.
- Basic principles and practices of audit functions.
- Principles and methods of excellent customer service.
- Modern office practices, methods, and computer equipment including relevant software programs.

JOB TITLE: Accounting Technician I/II

- Operation of office equipment including personal computers, fax machines, copiers, printers, telephones, voicemail and e-mail systems, etc.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of customer service.

Ability to:

- Learn methods for maintaining accounting and financial records, accounts payable and receivable, payroll and various journals and ledgers.
- Learn to know, understand and perform job-related operations; learn requirements and essential aspects of the job; learn to observe and report problems; learn to review, analyze and interpret documents and information, remember instructions; and communicate information to others.
- Make accurate computations.
- Learn to analyze and prepare technical accounting records and reports.
- Understand and carry out oral and written instructions, and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishment of Agency goals, objectives and activities.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of accounting, customer service and office support experience is desirable.

Education:

Equivalent to completion of twelfth grade required with additional college courses in accounting, business, finance or a related field desirable.

JOB TITLE: Accounting Technician I/II

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License is desirable.

Accounting Technician II

In addition to the above-listed qualifications for the Accounting Technician I:

Knowledge of:

- Methods and procedures of accounting, bookkeeping, records management, office functions and cash handling.
- Methods and comprehensive procedures of payroll functions and processing and relevant payroll legal requirements.
- Principles and practices of budget preparation.
- Principles and practices of audit functions and audit preparation.
- Federal and state reporting requirements.
- Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Ability to:

- Independently perform detailed and accurate maintenance for the Agency's accounting and financial records, process accounts payable and receivable, process payroll.
- On an ongoing basis, know, understand and effectively perform operations; know all requirements and essential aspects of the job; observe and analyze problems; review, analyze and interpret documents and information, remember instructions; and communicate tasks or projects to others.
- Analyze, prepare and maintain various detailed reports, journals and ledgers and other financial records.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of applicable experience similar to Accounting Technician I with T-TSA.

Education:

Equivalent to completion of twelfth grade required with additional college courses in accounting, business, finance or a related field desired.

JOB TITLE: Accounting Technician I/II

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License is desirable.

PHYSICAL REQUIREMENTS (for Accounting Technician I and II)

Effectively work at desk, table or counter for long periods of time; intermittently move around the office while performing work activities and to reach needed items; manipulate and file documents; operate and adjust office equipment; manipulate, activate, operate and adjust equipment; ascend and descend ladders or step stools to reach equipment or other items and to access areas out of reach; and move or transport weight of 20 pounds or less.

WORKING/ENVIRONMENTAL CONDITIONS (for Accounting Technician I and II)

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment.