

**MERCED IRRIGATION DISTRICT
ACCOUNTING TECHNICIAN**

FLSA Status – Non Exempt

DEFINITION:

Under general supervision of the Controller, performs routine to moderately difficult accounting, financial support work, maintaining and reconciling general ledger and banking accounts; performing routine to moderately complex duties in the preparation, administration and maintenance of District accounts payable, accounts receivable, banking, and payroll transactions and records; performing difficult and highly responsible technical duties in the preparation and maintenance of District financial, accounting and statistical records and reports to ensure the timely and accurate reporting of operations in accordance with sound financial management principles and practices, requiring a broader understanding of the operations of the District's budgeting and financial accounting system and experience is classifying and preparing accounting transactions based on a basic understanding of accepted accounting practices.

ESSENTIAL FUNCTIONS OF THE POSITION:

- Maintains subsidiary ledgers; reviews and reconciles ledger balances and reports to accounts; prepares and enters journal entries; researches and requests adjusting entries to resolve variances; generates reports from the District's accounting system; reconciles bank statements to general ledger accounts; balances cash receipts and prepares bank deposits; creates and updates documents.
- Processes invoices, expense reports, and check requests for payment in accordance with District policies and procedures; ensures timely processing to receive vendor payment discounts; verifies the accuracy of received orders and vendor invoices; reconciles and resolves discrepancies in supporting documentation and vendor invoice errors; verifies allocations against budget appropriations; batches invoices for processing; answers questions from departments and vendors regarding purchases and invoices; maintains files of invoices, pay requests and related documents.
- Verifies, audits, edits and processes the employee payroll in accordance with District policies and procedures and labor contract agreement provisions; calculates net salary; generates and checks preliminary and final payroll reports and registers; generates and distributes paychecks; ensures timely and accurate posting of payroll to the financial accounting system; processes and data enters special payroll transactions; prepares payroll journal entries for labor distribution, payroll deductions, payroll register, overtime accrual and employee-paid taxes and benefits; reconciles payroll accrual accounts to general ledger; prepares and generates payroll reports; prepares benefit and tax payments.
- Ensures accurate reporting of changes in pay, payroll status, taxes and other deductions, and benefits, as well as retroactive pay adjustments and terminations; verifies and edits attendance and work hours data entered by departments; works with departments to resolve reporting problems and errors; answers department and employee questions regarding payroll and benefits deductions by explaining requirements, policies and procedures.
- Researches and assembles information from a variety of sources for completion of forms or preparation of reports; provides information to District management, staff and the public on District accounting policies and procedures and account information.
- Performs administrative and clerical duties in support of department functions; organizes and maintains various files; prepares and drafts correspondence, reports, forms and specialized documents; proofreads and checks materials for accuracy, completeness and compliance with federal and state laws and regulations and District policies and procedures.

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- Maintains and analyzes job costing system and reports; prepares invoices.
- Assist with the District's periodic and annual inventory counts and calculations; prepare journal entries for account reconciliation.
- Provides backup clerical and accounting operations assistance to other staff, including purchasing.
- Participates in safety training programs, reports all workplace accidents, violations or infractions to management, and other related functions.
- Assist with annual audit process.
- Maintains, disperses funds in accordance with the District's policies, and reconciles the District's Petty Cash Fund.
- Maintains the District's Credit Cards and Gas Cards according to the District's policies.
- Performs duties above for Twin Lakes Management Company, as applicable.
- Work overtime, weekends and holidays as required to provide for emergency response and to accommodate the needs of the business.
- Perform other duties as requested, directed or assigned.

QUALIFICATIONS:

Any combination of experience and education that would prepare the candidate for the duties and responsibilities of the position is acceptable.

Education:

- Graduation from high school.
- Completion of course work in bookkeeping and accounting

Experience:

- A minimum of one (1) year of progressively responsible experience in performing financial or statistical record keeping.
- Experience in a public agency setting is a plus.

Ability to:

- Operate a computer using Microsoft Office applications
- Organize, set priorities and exercise sound judgment within established guidelines.
- Interpret, apply and reach sound decisions in accordance with District rules, policies and department procedures.
- Make calculations and tabulations and review fiscal and related documents accurately and rapidly.
- Communicate clearly and concisely, both verbally and in writing.
- Understand and carry out verbal and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of performing the daily work function.
- Operate a typewriter, 10-key, copier and other common office machines.

Knowledge of:

- Practices and procedures of governmental budgeting and accounting.
- Methods, practices, documents and terminology used in processing accounting transactions and in financial record keeping.
- District rules, procedures and practices governing cash receipting, purchasing, accounts payable processing, payroll and time reporting and related financial transactions.
- The District's Chart of Accounts and general funding sources.

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- The District's general ledger accounting system and associated practices and procedures for processing accounting information and interpreting input and output data.
- Fundamental accounting and internal control practices and procedures.
- Modern office practices, procedures, methods and equipment.
- Computer systems and applications including, but not limited to, Microsoft Office applications (Excel, Word, Access, Outlook, PowerPoint).

Necessary Special Requirements:

- A valid California Class C Driver License and the ability to maintain insurability under the District's vehicle insurance program.
- Abide by all District policies, guidelines and rules.

ENVIRONMENTAL FACTORS:

- Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.
- Work performed in an office environment

The mental and 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:

ESSENTIAL MENTAL ABILITIES:

- Exercise independent judgment.
- Self-directing and organized.
- Reason objectively.
- Assess, project and plan work activities on a daily and weekly basis.
- Interpret state/ federal/agency regulations.
- Document concisely, accurately and timely.
- Handle a variety of duties which may be interrupted or changed by immediate circumstances.

TYPICAL PHYSICAL DEMANDS:

- Communicate orally and in writing with District management, co-workers, outside auditors, customers, and the public in face-to-face and one-on-one settings.
- Transport, set-up and removal of promotional equipment and materials at various public functions.
- Use of office equipment such as computer, copiers, scanners, and fax machines.
- Capable of negotiating stairways.

Sitting: Remains in a seated position for up to eight (8) hours per day
Hands/Arms: Operates computer for up to eight (8) hours per day
Lifting: Raises and lowers boxes and supplies up to twenty-five (25) pounds.
Stooping: Bends body downward and forward by bending at the knees or waist
Talking: Expresses ideas and shares information by means of spoken work in person and by telephone.
Hearing: Hears well enough to receive communications in person and by telephone.
Vision: Reads written and video messages for up to eight (8) hours per day. Operate vehicles and office equipment.

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SUPERVISION:

The position receives general supervision from the Controller.

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature/Date

Supervisor Signature/Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.