

CENTRAL COAST WATER AUTHORITY

Accounting Technician

Salary Grade 12

Salary Range \$35.63 – \$43.48 per hour

DEFINITION

Under general supervision of the Controller, performs a variety of complex accounting duties in the preparation, maintenance and processing of accounting records and financial transactions. The Accounting Technician is responsible for accounts payable processing, payroll, employee benefits administration assistance and other duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements are intended to describe the general nature and level of work being performed by an individual assigned to this job. Other duties may be assigned.

1. Accounts payable and bill processing on a weekly basis in conformance with CCWA policies and procedures, including annual 1099 reporting.
2. Processes the CCWA bi-weekly payroll, payroll tax payments, and corresponding employee benefits including PERS retirement contributions. Calculates benefit overhead costs by Financial Reach.
3. Reconcile general ledger accounts including payables, receivables, petty cash, prepaid expenses, and chemical inventory.
4. Monitors insurance information (maintained by CCWA Office Manager) on all contractors and vendors to ensure compliance with CCWA policy. Ensures that proper risk transfer through insurance and indemnification requirements have been satisfied in advance of adding new vendors to the accounting software, or creating purchase orders and vouchers. Ensures new vehicles and other new assets are reported to ACWA/JPIA (insurer), as well as disposed of assets when warranted.
5. Establishes and maintains records for the CCWA self-funded dental/vision plan, uniforms and safety equipment reimbursement programs and employee expense reimbursements.
6. Prepares journal entries including benefit overhead allocations.
7. Assists the Office Manager and Deputy Director in establishing and maintaining engineering, construction and personal service contract files; updating contract files, processing change orders, stop notices and other documents.
8. Audits invoices and progress payments for compliance with contract terms.
9. Prepare and submit quarterly and annual Federal and State payroll tax returns, and W-2 forms.
10. Create bill approval list for Board packet.

EDUCATION AND EXPERIENCE

Three (3) years experience in accounting, experience in the public sector desirable.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions as long as the accommodation does not result in undue hardship for CCWA.

Knowledge of:

1. Accounts payable processing.
2. Payroll and benefits administration.
3. Principles and practices of financial record keeping.
4. Budgeting procedures.
5. General office practices and procedures.

Skill in:

Operating personal computer (including Microsoft Dynamics SL Accounting Software, Microsoft Excel and Word) and standard office equipment with acceptable speed and accuracy

Ability to:

1. Establish and maintain engineering, construction and personal service files by functional responsibility; encumber funds for executed contract; update contract files.
2. Audit invoices and progress payments for compliance with contract terms; discuss claims and non-compliance billing items with engineers, consultants and contractors, and assist auditors in reviewing fiscal records.
3. Reconcile accounting and project records against contract files; prepare financial status reports describing budget, encumbrances, expenditures, and balances for projects.
4. Reconcile accounts payable, receivables, petty cash, and chemical inventory.
5. Maintain regular attendance, subject to authorized and legally required leaves.

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 as long as the accommodation does not result in undue hardship for CCWA.

While performing the duties of this job, the employee is required to:

- Work at a desk for an extended period of time.
- Work in an office environment, lift and move objects up to 40 pounds such as large binders, books, small office equipment and boxes containing files/binders/books.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment.
- Regularly and effectively use a telephone for communication.
- Use office equipment such as computers, copiers, and fax machines.
- Sit for extended time periods.
- Hearing and vision within normal ranges with or without correction.

The employee may occasionally be required to drive a standard passenger vehicle. 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 as long as the accommodation does not result in undue hardship for CCWA.

While performing the duties of this job, the employee's work environment is a typical office setting. The noise level in the work environment is usually moderate.

Salary Grade: 12
Reports To: Controller
FLSA Status: Non-Exempt
Prepared Date: February 2020