

## ENCINA WASTEWATER AUTHORITY

**DATE:** September 2022 (revised)  
**POSITION TITLE:** Accounting Technician I  
**DEPARTMENT:** Administrative Services  
**REPORTS TO:** Accounting Supervisor  
**FLSA STATUS:** Nonexempt

**POSITION SUMMARY:** Under the general direction of the Director of Administrative Services, this is a confidential position that performs timely and accurate accounting and internal financial control duties associated with payroll, accounts payable, accounts receivable, and financial reporting. Performs related duties as assigned.

**SUPERVISORY DIMENSIONS:** None

### **ESSENTIAL JOB DUTIES:**

The duties listed below are intended only as illustrations of the various types of work that may be performed.

- Practice and promote the Authority's Mission, Vision, and Values.
- Use Enterprise Resource Planning (ERP) MUNIS software to process; enter invoices; prepare batches for payment and maintains appropriate financial system general ledgers. Review invoices and responsible for the success of check run which are typically run biweekly.
- Responsible for processing vendor invoices; Ensure that vendor updates, ACH/EFT set up, account history records, invoices, requisitions, purchase orders, PO change orders, budget transfers and receiving documents conform to the requirements of EWA's Purchasing Policy.
- Collect and review Authority purchasing card expenses and reviews account information.
- Assist with gathering, reviewing, and preparing use taxes and diesel taxes.
- Assist with updating specific departmental step by step procedures process and making recommendations.
- Prepare and compiles budget performance reports; works with supervisory staff and extension of staff to resolve any budget variances.
- Backup for updating weekly cashflow sheet and bank statements for review by extension of staff.

- Prepare or record miscellaneous cash receipts and journal entries.
- Distribute petty cash disbursements and prepares reconciliation.
- Process accounts receivables invoices and reviews aging report. Follows up with vendors and staff members.
- Assist with maintaining vendor files to ensure the EWA maintains compliance with state and federal reporting requirements.
- Assist with preparing member agency wastewater services billings, fats oils and grease services, fertilizer sales, brewery waste, resource sharing, laboratory services, non-routine compliance, and other invoices in compliance with applicable administrative procedures.
- Review time records submitted by all departments to ensure conformance with contracts and administrative policies, regulations, and FLSA; records and verify hours worked; verifies pay increases using financial system data for current payroll period; reviews and edits documents, corrects errors; and balances payroll for each pay period. Updates employee records for new employees and changes to employee's payroll allocations.
- Assist with processing and/or reviewing payroll checks for routine and miscellaneous pays; updates payroll accruals including annual and sick leave used balances; balance fiscal year end payroll to the general ledger.
- Assist with bi-weekly payroll cost allocations.
- Assist with preparing reconciliation of bi-weekly payroll journal entries for input.
- Assist with reconciling bi-weekly payroll which will aid in the preparation of the quarterly and annual payroll filings related to the state DE9 and federal 941.
- Assist with submitting bi-weekly California Public Employees Retirement System (CalPERS) reports and monitor employee contribution and service crediting.
- Assist with reporting 457 reportable earnings for all employees.
- Assist with tasks associated with annual independent audit.
- Prepare vendor credit letters.

- Responsible for office supply ordering for various departments.
- Responsible for covering for leaves for other staff accounting, front desk staff and inventory members.
- Perform other duties of a similar nature or level.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

Specific Types of Knowledge, Skills and Physical Abilities Required For These Duties:

- Ability to learn, interpret and apply federal, state, organizational and departmental policies, procedures, rules, and conventions; understand and follow directions.
- Ability to work with employees and vendors in a tactful and diplomatic manner to establish and maintain cooperative working relationships.
- Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills.
- Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration.
- Ability to make computations; general understanding of and experience with computer uses in financial management; and extensive involvement with processing accounts payable, accounts receivable and payroll.
- Ability to use a personal computer for a variety of financial and reporting applications including Microsoft Office Suite and Enterprise Resource Planning Systems – Tyler Technologies MUNIS.
- Principles and practices of basic record keeping.
- Proper English usage, including spelling, grammar, and punctuation.

**EDUCATION AND EXPERIENCE REQUIREMENT:** Any combination equivalent to the education and experience that could likely provide the required knowledge and abilities is qualifying. A typical background would include: Graduation from an accredited four-year college or university with a Bachelor's degree in accounting or related discipline, and three (3) years of municipal or closely related accounting experience.

**PROMOTIONAL OPPORTUNITY:** Promotion to Accounting Technician II may be made after the Accounting Technician I successfully complete a one-year probationary period; and is able to demonstrate that they have been trained on all aspects of the full accounting cycle. Demonstrates competence in the

performance EWA's accounts payable and payroll functions as deemed appropriate by the Accounting Technician III and the Director of Administrative Services.

**LICENSE REQUIREMENT:** Possession of a valid California Class C Driver's License and ability to be insured under the Authority's automobile insurance coverage.

Note: Failure to maintain a valid California Driver's License constitutes cause for termination.

**CONFIDENTIALITY STATEMENT:** This position requires access to documents and/or records that may be considered confidential. Material of this nature must be handled appropriately to maintain its confidential nature. Failure to maintain the confidential nature of appropriately classified material may result in disciplinary action up to and including termination.

**PHYSICAL AND MENTAL DEMANDS:**

**Physical Demands**

While performing the duties of this position, an employee is regularly required to sit, stand and walk; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment. Specific vision abilities required by this job include close and distance vision and the ability to adjust focus.

Employee must be able to take actions that will protect his/her own safety and the safety of others in a dynamic, changing and inherently dangerous work environment. Employee must have ability to accurately perceive and avoid potentially hazardous changes in elevation, overhead risks, and automatically starting equipment in the work environment, as well as the ability to detect by smell the presence of hazardous chemicals, compounds and gases.

**Mental Demands**

While performing the duties of this position, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with other managers, board members, government officials, regulators, employees, and the public.

**WORK ENVIRONMENT:** The employee normally works in an office environment typical for a regional wastewater treatment and disposal enterprise. Noise levels are usually low to moderate.

**QUALIFICATIONS:** Possession of a good driving record; ability to be insured by the Authority's insurance carrier; ability to read, write, speak, and comprehend English; ability to pass post-offer physical examination that is job-related and consistent with business necessity. Rejected applicants will be made aware of the basis for any disqualification decision. In addition, before a final determination is made, applicants who do not pass the post-offer physical examination will be allowed to submit independent medical opinions for consideration.

**RIGHT TO WORK REQUIREMENT:** Must be a United States citizen or possess qualified alien status. Documentation of eligibility to work in U.S. will be required as a condition of employment.

**The Encina Wastewater Authority does not discriminate against any applicant for employment on the basis of age, race, color, sex, ancestry, national origin, pregnancy, marital status, sexual orientation, sexual identity, religion, military status, medical condition, mental disability, or physical disability.**

**The list of essential job duties contained in this job description is not exhaustive, and may be supplemented as necessary. This position performs other related duties as assigned, some of which may become essential to the position.**

**Any offer of employment for this position is contingent upon receipt of acceptable results from a background investigation.**