

## **ENCINA WASTEWATER AUTHORITY**

**DATE:** April 2019 (revised)  
**POSITION TITLE:** Accounting Technician I  
**DEPARTMENT:** Office of the General Manager  
**REPORTS TO:** Administrative Services Manager  
**FLSA STATUS:** Nonexempt

**POSITION SUMMARY:** Under the general direction of the Administrative Services Manager, performs timely and accurate accounting and internal financial control duties associated with accounts payable, accounts receivable, payroll 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.
- Responsible for processing vendor invoices; vendor updates, account history records, invoices, requisitions, purchase orders, budget transfers and receiving documents conform to the requirements of EWA's Purchasing Policy.
- Verifies and reconciles use taxes and diesel taxes.
- Assist with the development of step by step departmental procedures.
- Prepares and complies budget performance reports; works with supervisory staff and extension of staff to resolve any budget variances.
- Prepares miscellaneous cash receipts for deposits.
- Maintains petty cash disbursements and reconciliation.
- Process accounts receivables invoices.
- Assist in maintaining vendor files to ensure the EWA maintains compliance with state and federal reporting requirements.

- Assist in monitoring and recording of capital improvement program expenses by project. Communicate significant project level developments and variances to supervisory staff.
- Assist with the preparation and transmission of member agency wastewater services billings, fats oils and grease services, fertilizer sales, brewery waste, resource sharing, laboratory services, and other invoices in compliance with applicable administrative procedures.
- Reviews 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.
- Generates 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 preparation of bi-weekly payroll cost allocations.
- Assist with reconciliation of bi-weekly payroll journal entries for input.
- Assist with the reconciliation of bi-weekly payroll which will aid in the preparation of the quarterly and annual payroll filings related to the state DE9 and federal 941.
- Prepare and submit the bi-weekly California Public Employees Retirement System (CalPERS) reports and monitor employee contribution and service crediting.
- Assist with tasks associated with annual independent audit.
- Prepares vendor credit letters.
- Reports Department of Industrial Relations (DIR) reporting for prevailing wage jobs.
- Responsible for office supply ordering for various departments.

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 complex 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.
- Excellent oral and written communication skills.

- Ability to make complex arithmetical 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.
- Knowledge of the Authority's Biosolids Environmental Management System

**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 two (2) years of municipal or closely related accounting experience.

**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.**