

Central Marin Sanitation Agency
1301 Andersen Drive
San Rafael, CA 94901
415.459.1455 415.459.3971 FAX

ACCOUNTANT TECHNICIAN

SUMMARY

Under general supervision from the Finance Manager, perform technical accounting work in the areas of payroll, accounts payable, accounts receivable and revenue billing, banking and cash management, general ledger and other fiscal and budget support in a centralized setting.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties may include but are not limited to the following:

Payroll and Benefits Processing

- Reviews timesheets and other payroll records for completeness and accuracy for biweekly payroll processing.
- Reconcile payroll deductions and prepare payments to federal and state tax agencies taxes, CalPERS, labor organizations for union dues, and deferred compensation plan providers.
- Review employee benefits enrollment and prepare payments to insurance and other benefit carriers,
- Prepare periodic earnings reports for submission to appropriate agencies and annual W-2 statements for employees.
- Prepares calculations and issues payroll checks for merit evaluations.
- Enters and maintains employment, payroll, and benefits information in financial system.

Accounting

- Maintains daily cash balances for Agency bank accounts, prepares weekly bank deposits and processes fund transfers between accounts as directed by the Finance Manager.
- Prepares monthly Disbursement Report to the CMSA Board.
- Processes accounts payable: reviews documents for approval and receipt of delivery; enters data into financial system, produces vendor checks for management approval and prepares annual 1099 statements for contractors.
- Processes accounts receivable, records payments and follows-up on overdue accounts.
- Prepares monthly invoices for the Agency's contract work such as for pump station maintenance, FOG control, and safety programs.
- Assists in maintaining the general ledger, including control and subsidiary ledgers.
- Reconciles accounts payable and accounts receivable ledgers. Prepares year-end reconciliation for accounts payables and receivables.
- May be assigned to serve as the Treasurer for the Employee Fund: handles proceeds from vending machine sales and prepares quarterly income statements.

General Duties and Responsibilities

- Assists and backs up the Administrative Assistant with general office support work: assisting visitors to the Agency, answering phone calls, sorting and distributing incoming mail and deliveries, coordinating activities among on-site, off-site personnel by use of two-way radio.
- Interprets, applies and explains applicable laws, codes and regulations.
- Follows the Agency's documented Policies and Procedures.
- Maintains accurate records and files.
- Conducts and participates in special projects as required.
- Uses various computer applications and software in support of finance, accounting and payroll activities.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

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.

EDUCATION

Equivalent to completion of two years of college (60 semester or 90 quarter units) with major coursework in accounting, bookkeeping or a field related to the work and three years of accounting or financial office support experience. Additional experience as outlined above may be substituted for the education on a year for year basis. Education or experience in using automated accounting systems and spreadsheets is highly desirable.

EXPERIENCE

Minimum of three years of professional experience in accounting or a closely related field. Experience in a public agency is desirable.

INTERPERSONAL SKILLS

Ability to interact with others (co-workers, supervisors, customers, vendors, and members of the public) in a professional manner; to accept constructive criticism from supervisors, peers, to recognize the need for, and to seek assistance or clarification as needed; to work independently; to handle work-related stress in a professional manner; to prioritize assignments and meet deadlines; to prevent personal problems from adversely impacting work for self or others; to arrive at work as scheduled and to work the hours as agreed upon and scheduled.

Ability to maintain a high level of integrity and confidentiality when dealing with management and employees on sensitive and complex pay and benefits issues.

LANGUAGE SKILLS

Ability to read and interpret general business and technical procedures, governmental regulations, and financial reports. Ability to use correct business English, including spelling, grammar and punctuation in writing routine correspondences and procedures. Ability to effectively present information and respond to questions from other employees, management, customers, vendors and members of the public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to apply mathematical concepts such as discounts, interest, fractions, percentages, ratios, and proportions to financial situations.

REASONING ABILITY

Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to solve practical problems and deal with a variety of concrete variables in mathematical or diagram forms. Ability to Interpret, apply and explain applicable laws, codes and regulations.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid California Class C driver's license, have a satisfactory driving record and continue to meet CSRMA driving standards.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to use hands to fingers, handle, or feel, and talk or hear in person or on the telephone or radio. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds.

Specific vision ability required by this job include: close vision and distance vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate and typical of a business office with computers and printers operating.

SPECIAL REQUIREMENTS

There are no special requirements for this job.

RIGHT TO WORK DOCUMENTATION

Before being hired, all new employees will be required to show documentation as proof of authorization to work in the United States.

Job Title:	Accountant Technician
Department:	Administration
Reports To:	Finance Manager
FLSA Status:	Non-exempt
Revised Date:	September 2008