



CENTRAL MARIN SANITATION AGENCY

1301 Andersen Drive | San Rafael, CA 94901 | 415.459.1455 | FAX: 415.459.3971

ACCOUNTING TECHNICIAN (Confidential)

SUMMARY

Under general direction of the Administrative Services Manager, the Accounting Technician performs technical work in the areas of purchasing, encumbrances, accounts payable, accounts receivable, collections, payroll, benefits administration, personnel file management, and general duties and responsibilities in a centralized setting. In addition, this position will have access to and be privy to confidential Agency information and decisions that affect labor relations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Sets up and maintains customer and vendor billing accounts within the respective accounts receivable and accounts payable modules.
- Calculate routine and ongoing customer services invoices, e.g., JPA regional charges, contractual maintenance services, and program services.
- Process requisitions to purchase orders and sets up encumbrances; maintain purchase order status by updating/revising balances following updated contract/purchase activity as needed.
- Verify accounts payable invoices have receipt of delivery, proper invoice approval and complete financial data for sales tax, budget, contract number and capital project coding prior to processing.
- Process receivables and payables in financial accounting system.
- Collect payments (either cash, checks, or electronic payments) on customer bills received; perform follow-up on outstanding receivable bills and document collectability.
- Review timesheets and payroll records (including but not limited to; benefit deduction changes, pay rate changes, employee status changes, income tax changes, overtime rates, retroactive payments, court-ordered withholdings, Disability Insurance or Worker's Compensation integration) for completeness and accuracy for payroll processing, and process employee paychecks timely within payroll module.
- Reconcile payroll deductions and process payments to employee benefit providers and tax agencies.
- Prepare quarterly employer IRS 941 and EDD DE9 tax returns and calendar year-end IRS 1099, W-2 tax statements, and State Controller's Office Compensation Report for contractors and employees.
- Represents the Agency in meetings with other special districts, governmental, regulatory and funding agencies, auditors, and others as required.

OTHER DUTIES AND RESPONSIBILITIES

Duties include but are not limited to the following:

- Perform public counter, telephone, and receipt duties as needed.
- Assist with fiscal year-end purchase order rollover and budget adjustment process.
- Prepare annual State Controller's Office Compensation Report, monthly Disbursement Register, and other financial reports for periodic reporting.
- Interprets, explains, and applies Agency policies and procedures.
- Backs up and provides functional support to administrative staff as needed.
- Assists in Departmental projects as needed.
- Assist Agency employees with payroll and benefit questions.
- Assist with the administration of other post-employment benefit plans for retiree medical reimbursements.
- Maintain accurate records and files.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and/or Experience

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 or 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 payroll administration, accounting, or a closely related field in a public utility setting is highly desirable.

Interpersonal Skills

Ability to interact with (Agency staff, customers, vendors, and members of the public in a professional manner; to accept constructive criticism from supervisors and 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 be punctual and reliable with attendance.

Ability to maintain a high level of integrity and confidentiality when privy to, and/or dealing with employees on sensitive personnel, pay, or benefit 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 research, interpret, apply and explain applicable laws, codes and regulations.

CERTIFICATES, LICENSES, REGISTRATIONS

No certificates, licenses, or registrations are required for this position.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to use hands, and to talk or hear others in person, on the telephone, or on the radio. An employee is required to sit for periods of time. An employee is frequently required to walk, kneel, and crouch. The employee must lift and/or

move up to 10 pounds, shoulder height. Specific vision ability required by this job includes close vision, color vision, peripheral vision, 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.

Job Title: Accounting Technician (Confidential)
Department: Administration
Reports To: Administrative Services Manager
FLSA Status: Non-exempt
Revision Dates: May 2026