

Central Marin Sanitation Agency  
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## **ACCOUNTING TECHNICIAN (CONFIDENTIAL)**

### **SUMMARY**

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

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Duties may include but are not limited to the following:

#### Purchasing, Encumbrances, and Accounts Payable

- Process requisitions to purchase orders (POs) received.
- Assist with preparing contract documents as POs for cash drawdown.
- Assist as needed to correct/revise/adjust above contract types for correct encumbrance tracking
- Assist with Year-End open PO maintenance to cancel, rollover, or create budget adjustments.
- Process contract invoices in purchasing to charge against POs and others through accounts payable: review invoices for approval and receipt of delivery; produce vendor payments and prepare annual 1099 statements for contractors. Upload all transaction documents for electronic record keeping.

#### Payroll and Benefits Processing

- Review timesheets and other payroll records for completeness and accuracy for payroll processing.
- Reconcile payroll deductions and prepare payments to taxing agencies, CalPERS, union dues, and deferred compensation plans. Manage applicable web-based programs, e.g., CalPERS, Lincoln Life.
- Review employee benefits enrollment and prepare payments to benefit providers.
- Prepare periodic earnings reports for quarterly submission of payroll taxes due to appropriate agencies and annual W-2 statements for employees.
- Issue payments for payroll and non-recurring separation and retroactive correction payments.
- Maintain employment, payroll, and benefits information in the financial system.
- Prepare payroll withholdings and process court-ordered payments.
- Process monthly payments to retirees for health plan reimbursements.
- Administer State Disability Insurance and Workers' Compensation integration in accordance with the state statutes and Agency policies.
- Assist employees with completing forms for benefits enrollment, tax withholding and health benefit reimbursements; answer any questions employees may have regarding paychecks.

#### Personnel

- Assist with administration of employee benefit programs; enroll employees, explain benefits and follow-up on enrollment and eligibility issues.
- Assist with maintenance of employee personnel, medical, and Workers' Compensation files.
- Prepare annual employee enrollments in Agency IRS Section 125 Reimbursement Accounts for Health and Dependent Care.

### General Duties and Responsibilities

- Assist with general office support work: public interface, answer phone calls, sort and distribute incoming mail and deliveries, coordinate activities among on-site and off-site personnel by use of two-way radio.
- Assist at office front counter to record customer cash receipts for payments of RV fees or invoices.
- Assist with telephone customer service as needed to follow-up on overdue accounts.
- Assist in the monthly preparation and distribution of CMSA Board agenda packets.
- Prepare monthly Operating Account Disbursements Register for the Treasurer's Report.
- Follow the Agency's documented Policies and Procedures.
- Maintain accurate records and files.
- Conduct and participate in special projects as required.
- Use of 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 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 using automated accounting systems and spreadsheets is highly desirable.

### **EXPERIENCE**

Minimum of three years of professional experience in payroll administration, accounting or a closely related field. Experience in a public agency is 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 fingers, handle or feel, talk and hear in person, on the telephone, and over the 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 to shoulder height.

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:** Accounting Technician (Confidential)  
**Department:** Administration  
**Reports To:** Administrative Services Manager  
**FLSA Status:** Non-exempt  
**Revision Dates:** November 2023