



Tuolumne Utilities District
Job Description
Senior Accounting Technician

POSITION:	Senior Accounting Technician	DEPARTMENT:	Finance
REPORTS TO:	Finance Director	DATE PREPARED:	August 2015
PAY RANGE:	44	FLSA Status:	Non-exempt
INCUMBENT:			

General Description:

Under general direction of the Finance Director, performs complex professional accounting duties in support of financial and accounting functions of the District. Prepares financial transactions in accordance with generally accepted accounting principles.

Essential Functions –

Essential responsibilities and duties may include, but are not limited to, the following:

- ♦ Maintains and reconciles a variety of ledger accounts; examines all accounting transactions to ensure accuracy and corrects financial records as necessary.
- ♦ Assists in monitoring various accounts, verifying availability of funds and classification of expenditures; researches and analyzes transactions to resolve problems and to provide information to management.
- ♦ Assists in preparing financial reports for internal as well as external purposes.
- ♦ Recommends changes in accounting and auditing systems, policies and procedures.
- ♦ Reviews and evaluates laws, controls, grants and administrative policies for guidelines in performing accounting and fiscal operations.
- ♦ Prepares a variety of financial documents and reports.
- ♦ Prepares spreadsheets and other accounting data for management and the annual audit.
- ♦ Prepares clear and concise reports, records, correspondence and other written material.
- ♦ Prepares and processes purchase orders in a backup capacity.
- ♦ Prepares and processes payroll and payroll related reports in a backup capacity.
- ♦ Performs general duties of the Accounting Services Technician in his/her absence.
- ♦ Performs other related duties as required.

Qualification Requirements:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- ♦ Generally accepted accounting principles and procedures and related laws.
- ♦ Automated financial management systems, spreadsheet applications, word processing, and other related software. Application of Springbrook Accounting Program.
- ♦ Principles and procedures of account classification.
- ♦ Principles of technical report preparation.
- ♦ Basic statistical techniques.
- ♦ Governmental accounting principles and practices as it pertains to assigned function.
- ♦ Financial research and report preparation methods and techniques.
- ♦ Account reconciliation principles.
- ♦ Principles and practices of organization, administration and personnel management. ?
- ♦ Applicable Federal, State and local laws, codes and regulations.

Ability to:

- ♦ Apply accounting principles to the maintenance of financial and accounting transactions.
- ♦ Apply Federal, State and local laws and regulations to accounting records.
- ♦ Examine and verify routine financial documents and reports.
- ♦ Prepare a variety of routine financial statements, reports and analyses.
- ♦ Help prepare and maintain the District's budget.
- ♦ Prepare, or assist in the preparation of, a variety of financial statements, reports and analyses.
- ♦ Examine and verify a variety of financial documents and transactions and make necessary corrections.
- ♦ Research, analyze and make effective recommendations on accounting work processes and fiscal practices.
- ♦ Conduct fiscally sound audits of financial records.
- ♦ Conduct audits in accordance with applicable audit standards.
- ♦ Apply laws and regulations pertaining to accounting and auditing work.
- ♦ Safe work methods and safety precautions as related to the job.
- ♦ Communicate clearly and concisely, both orally and in writing.
- ♦ Establish and maintain cooperative working relationships with those contacted in the course of work.
- ♦ Operate office equipment, including computer and 10-key adding machine.

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to display verbal skills to effectively interface with other staff members, the public, and other agencies; maintain the capacity to sit at a computer for extended periods of time; walk; file and retrieve documents from filing cabinets, requiring stooping, bending and reaching; and use hands to finger, handle, or feel objects and operate office machines.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

Work Environment:

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environmental Conditions: The majority of the job activities are performed indoors in a temperature-controlled office environment. Minimal exposure to noise generated from the operation of office equipment.

Physical Conditions: Essential and marginal functions may require maintaining physical condition necessary for sitting, standing, bending, and stooping for prolonged periods of time and occasional lifting; using various office equipment including a computer screen and keyboard.

Education/Experience

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying.

Education: High school diploma or general education degree (GED) is required. Bachelor's degree from an accredited college or university in Business Administration or Accounting is preferred.

Experience: Five years of professional level accounting/auditing experience with at least two years governmental accounting. Two years' experience as Accounting Assistant for the district is preferred.

Licenses: Must possess a valid California driver's license and have a satisfactory driving record, and be insurable by the District to operate District vehicles.

Flexible schedule between 7:00 a.m. to 4:30 p.m., Monday through Friday. Subject to change, as required to meet the needs of the District. Must be willing to work overtime and/or alternate schedule when required.

I agree to adhere to the requirements stated in this job description.

Supervisor's Signature

Date

Employee's signature

Date

Approved by General Manager: _____ Approval Date: ____ / ____ / ____