



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

SENIOR ACCOUNTING TECHNICIAN

Group-Section: Chief Financial Officer	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 39 Job #: VA03
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JOB SUMMARY

This is the advanced journey level position performing Senior Accounting Technician job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are recognized as technical specialist. The work involves interpreting data, planning of the work, analyzing a variety of unusual conditions, problems, or questions. The work product or service may affect activities, or the operation of other organizations.

OVERSIGHT

Supervision Received: The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop the deadlines, projects, and work to be done. At this level, the employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment; resolving most of the conflicts that arise; coordinating the work with others as necessary; and interpreting policy on their own initiative in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress, potentially controversial matters, or far-reaching implications. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

Supervision Given: Acts as a lead. Coordinates and reviews work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

JOB DUTIES

Accounts Payable

1. Leads and trains staff in the operation of accounts payable functions. Analyzes accounts payable information, researches and resolves discrepancies, and responds to inquiries regarding accounts payable policies and procedures.
2. Reconciles and prepares accounts payable reports and statistics, travel expense reports, and form 1099's.
3. Updates accounts payable database tables and performs testing for accounts payable system upgrades.
4. Acts as primary troubleshooter for addressing accounts payable software application problems.
5. Provides information to internal and external auditors and assists in preparing responses to audit findings.
6. Researches and reviews vendor statements and outstanding employee expense reports for overpayments and delinquencies.

7. Processes daily cash transactions for interfacing with general ledger system.
8. Processes travel expense transactions, reviews and researches current expense reports, and interfaces with accounts payable system.
9. Performs other related Accounting Technician job duties as required.

Payroll

1. Leads and trains staff in the operation of payroll functions. Analyzes payroll information, researches and resolves discrepancies, and responds to inquiries regarding payroll policies and procedures. Provides information to Legal and/or Human Resources.
2. Acts as primary troubleshooter for addressing payroll software application problems.
3. Plans and prioritizes payroll schedule deadlines and communicates with timekeepers and supervisors.
4. Calculates, verifies, prepares, and signs retirement certification forms and probate payments.
5. Prepares and/or reviews workers compensation, contract labor, exceptions, and other payroll related reports.
6. Reconciles and prepares state and federal payroll tax reports and other states' statistical reports. Processes year-end balancing and distribution of W-2s.
7. Updates payroll database tables and performs testing for payroll system upgrades.
8. Provides information to internal and external auditors and assists in preparing responses to audit findings.
9. Performs other related Accounting Technician job duties as required.

Revenue and Receivables

1. Leads and trains staff in the operation of the receivables sub-system, including processing of collection reports, inputting of daily cash collections, processing of debit memos, inputting invoices for sales and services, and maintaining the suspense account for unidentified cash items.
2. Leads and trains staff in the input of daily cash and investments and debt principal and interest into automated financial systems.
3. Leads and trains staff in the calculation and processing of payroll deductions for District housing and utilities and savings bonds and calculation of non-cash taxable fringe benefits.
4. Leads and trains staff in the maintenance of all aspects of the various trust accounts including but not limited to the workers' compensation, third party liability, and Six Agency and Colorado River Authority trusts.
5. Leads and trains staff in the quarterly calculation and payment of miscellaneous revenues' sales tax to the State Board of Equalization.

6. Analyzes revenue and receivables information and researches and resolves discrepancies.
7. Responds to inquiries regarding revenue and receivables policies and procedures.
8. Assumes lead role in revenue and receivables related system upgrades including testing, review for business changes, etc.
9. Performs other related Accounting Technician job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: High school diploma or general education development test (GED) and five years of accounting clerical experience, one year which must have been at the level of Accounting Technician II; completion of two years of full time accredited college work in accounting or related business field may be substituted for one year of related experience.

General Required Knowledge of: Mathematics; and enterprise accounting systems; and current office technology and equipment.

Accounts Payables Knowledge of: Accounts payable practices.

Payroll Required Knowledge of: Payroll practices; and state and federal payroll tax laws.

Revenues and Receivables Required Knowledge of: Accounting principles and practices; and common practices related to billing and collection processes.

General Required Skills and Abilities to: Operate enterprise accounting system; use independent judgment and exercise discretion; problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; lead and train; and operate current office equipment including computers and supporting applications.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Employees in this position may be required to obtain and maintain the following certifications, licensing, and registrations:

Certificates

- None

Licenses

- Valid California Class C Driver License that allows you to drive in the course of your employment

Registrations

- None

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

Vision Requirements: No special vision requirements.