Job Description

Position:	**Accounting Assistant II – A/R**	**Position Status:**	**Full-Time**
Department:	**Accounting**	**Union & FLSA Status:**	**Support – Non-Exempt**
Reports to:	**Accounting Manager**	**Adopted/Revised:**	**June 2026**

DEFINITION:
Under general supervision, performs a full range of accounting and fiscal support functions, including accounts receivable, and serves as backup support for accounts payable and payroll, as well as maintaining financial records. This position operates with a high degree of independence, ensuring the accuracy and integrity of financial data and coordinating key accounting processes. The Accounting Assistant II also serves as the primary coordinator for revenue-related agreements and billing structures, ensuring contracts are properly implemented, tracked, and accurately reflected in the financial system.

DISTINGUISHING CHARACTERISTICS:
This is the fully experienced-level classification responsible for performing a broad range of accounting functions with increased independence and accountability. Incumbents are expected to apply accounting principles, maintain system integrity, and coordinate processes across multiple functional areas. This classification differs from Accounting Assistant I in that it performs more complex, independent work; assumes ownership of processes and systems; provides cross-functional support, including backup for payroll and accounts payable; and oversees revenue contract tracking.

ESSENTIAL FUNCTIONS:
The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s) and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement to address business needs and changing business practices.

- Perform and oversee accounts receivable functions, including monitoring the accounts receivable inbox; processing new customer credit authorizations; setting up new customers; maintaining the customer database, preparing and distributing customer statements; entering invoices; posting cash receipts; managing collections; and responding to customer inquiries.
- Monitor accounts receivable aging and follow up on outstanding balances in a timely manner.
- Process sales data and prepare check deposits for the Scales operations.
- Track and maintain SB 1383 invoicing and related records; coordinate with the Communications team to obtain updated Memorandums of Understanding (MOUs).
- Assist with the month-end close process, ensuring all transactions are accurately recorded and posted to the general ledger.
- Assist in reconciling general ledger accounts and resolving discrepancies.
- Maintain the integrity of accounting records and supporting documentation in compliance with established policies and procedures.
- Coordinate and manage revenue-related contracts/agreements for tracking terms, rate modifications, and implementation/modification of effective dates.
- Ensure billing and rates aligns with contractual requirements and communicate updates to scales and other as needed.
- Assist in the preparation of accounting reports and related correspondence, as needed or directed.
- Assist in the preparation of County, State, and Federal reports, as needed.

- Provide customers and the public with information regarding ReGen services, disposal requirements, and service billing.
- Assist with Interim and annual audits.
- Provide excellent customer service to both internal and external customers and maintain positive, effective working relationships with ReGen employees.
- Identify and recommend process improvements and ensure procedures are followed consistently.
- Perform other duties as assigned.

NON-ESSENTIAL/BACKUP FUNCTIONS:

- Provide backup support for payroll processing.
- Provide backup support for accounts payable processing.

MINIMUM QUALIFICATIONS AND RESPONSIBILITIES:

Knowledge of:

- General purposes, methods, practices, and procedures of accounting, and financial record keeping systems.
- Financial record keeping systems and accounting software (Microsoft Dynamics GP and/or Microsoft Dynamics 365 Business Central desirable).
- Microsoft Office applications, including Excel.
- Accounts receivable, accounts payable and payroll processes.
- Correct English usage, spelling, grammar, and punctuation.
- Knowledge of purchasing processes.

Ability to:

- Display a high level of integrity, organization, and a strong work ethic.
- Attention to deadlines.
- Ability to allocate and prioritize work assignments.
- Be a self-motivated fast learner with effective communication skills.
- Work as a team player.
- Perform a variety of financial and record keeping assignments requiring the interpretation and application of accounting principles.
- Perform a variety of general accounting support duties.
- Apply ReGen financial record keeping and reporting requirements to work assignments.
- Use a computer and appropriate software to develop and maintain accounting database information.
- Deal tactfully, courteously, and efficiently with the public and other staff.
- Establish and maintain cooperative working relationships.
- Apply sound judgment in a variety of circumstances with or without specific instructions.
- Communicate clearly and effectively both orally and in writing.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- AA degree or units equivalent and/or three to five years of accounting work experience (public agency experience preferred).

SPECIAL REQUIREMENTS: None.

PHYSICAL AND SENSORY REQUIREMENTS:
The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands
While performing the duties of this class, employees frequently stand and walk; sit for extended periods; ability to stoop, kneel or crouch to pick up or move objects; lift and move objects weighing up to 40 pounds without assistance and lift and move heavier objects with assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; effective verbal communication.

Mental Demands
While performing the duties of this class, employees are regularly required to: work well under pressure; communicate effectively in both written and verbal form; capable of establishing priorities among the essential functions of the job and coordinating these priorities with others; interact with all levels of ReGen management and personnel, and the public.

Work Environment
Work is performed in an office environment; moderate exposure to foul odors, dirt, dust, outdoor conditions, and potentially hazardous conditions; constant contact with other ReGen employees and members of the public.

Adopted:
Revised: 06-2026