Job Description

Position:	**Accounting Technician**	**Department:**	**Accounting**
Position Status:	**Full Time/Non-Exempt**	**Bargaining Unit:**	**Support Unit**
Reports to:	**Assistant Accounting Manager**	**Revised:**	**November 2022**

DEFINITION:
Under general supervision, performs a variety of specialized, complex accounting and statistical record-keeping and accounting tasks; prepares and processes ReGen payroll, collects, tracks, and inputs data and makes General Journal entries, maintains accounts payable, payroll, and other information and records, prepares reports and other job-related tasks.

DISTINGUISHING CHARACTERISTICS:
The incumbent performs advanced paraprofessional and technical accounting and financial management functions. Assignments in the class is distinguished from that of lower accounting classifications by the higher level of responsibility and independent judgment required in modifying and developing accounting operating procedures and in performing paraprofessional and technical work. Incumbents assigned to this class perform the full range of duties of subordinate accounting classifications and may provide lead direction to subordinate employees.

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.

- Prepares the payroll for hourly and salaried employees and submits to the payroll processor.
- Responds to payroll related inquiries from employees.
- Updates salary schedule annually and as needed and maintains the accuracy of all payroll records.
- Interfaces with the payroll processor regarding the preparation of W-2 forms and other tax related reports/ returns.
- Prepares deposits to the ReGen 457(b) retirement plan.
- Prepares monthly CalPERS reports and transmit payments to CalPERS.
- Assists with the month-end close process.
- Collects data and makes a variety of General Journal entries to the ReGen accounting software.
- Processes and submits reports required by State, County, and federal agencies.
- Assists in the preparation of a variety of financial statements on a periodic basis.
- Assists with preparation of annual audit schedules. Develops and maintains financial and statistical spreadsheets on ReGen functions and activities.
- Performs a variety of ReGen accounting and fiscal record-keeping and office support work.
- May process and maintain health insurance and benefit information.
- May prepare reconciliations of general ledger accounts.
- May assist with review of quarterly Payroll Taxes and annual W-2s.
- Assists in preparation and reporting of monthly and quarterly sales and use tax.
- Cross Trains with Accounts Receivables and Accounts Payable to act as a back-up in case of an emergency.
- All ReGen positions require the employee to provide good customer service to both internal and external customers, demonstrate respectful behaviors in all interactions with ReGen employees.
- Adhere to an assigned work schedule and meet ReGen attendance standards.
- Other duties as assigned.

MINIMUM QUALIFICATIONS AND RESPONSIBILITIES:
Knowledge of the basic principles, practices and terminology of general fund and government accounting; general principles of accounting and auditing; principles and practices of business and accounting data processing and of automated financial/accounting systems, particularly related to the processing of accounting information and interpretation of other input/output documents; Payroll software (Paycom or other similar payroll processing systems), state and federal payroll regulations and reporting, intermediate knowledge of MS Office (Excel, Outlook, Word, PowerPoint) Payroll software, such as Paycom or similar payroll processing systems and proper English usage, spelling, grammar, and punctuation.

Ability to effectively perform assigned paraprofessional and technical accounting and financial management work; oversee and coordinate payroll activities; provide specialized paraprofessional and technical information and instruction; perform technical and statistical work with speed and accuracy; operate a variety of modern office equipment including calculators and computers; maintain and utilize designated specialized computer software and operating systems; interpret and apply established ReGen policies and governmental guidelines and regulations; establish and maintain accurate records and record keeping systems; interpret and analyze information; prepare complex computerized financial and statistical reports; maintain level of knowledge required for satisfactory job performance; communicate effectively; provide lead direction and training to lower-level classification within the Accounting function.

TRAINING, EDUCATION AND EXPERIENCE:
Any combination of education, 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:

An Associate degree from an accredited college or university with major coursework in finance, accounting, economics, or a closely related field, is required. A Bachelor's degree from an accredited college or university with major coursework in finance, accounting, economics, or a closely related field, is preferred.

Minimum of five years of responsible and difficult bookkeeping or statistical record-keeping experience and advanced level computerized accounting and financial management systems work, at least two of which shall have been directly related to payroll processing, preferably with a municipal government or public agency.

Possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.

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
Frequently stand and walk; sit for extended periods of time; 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; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

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.

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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.

ACKNOWLEDGEMENT

I verify that I have received a copy of the job description and I understand the requirements of this position.

Employee Signature

Date

Employee Name – Please Print