



# Monterey Regional Waste Management District

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## ***Job Description***

Position:	Accounting Technician	Department:	Accounting
Position Status:	Full Time/Non-Exempt	Bargaining Unit:	Support Unit
Reports to:	Assistant Accounting Manager	Revised:	May 2020

### **DEFINITION**

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

### **DISTINGUISHING CHARACTERISTICS**

Incumbent performs advanced paraprofessional and technical accounting and financial management work. Incumbent is responsible for payroll processes and reporting, General Journal entries, maintenance of a wide variety of accounting records and preparing a variety of fiscal reports. Work 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.
- Interfaces with the payroll processor regarding the preparation of W-2 forms and other tax related reports and returns.
- Maintains the accuracy of the payroll records.
- Prepares deposits to the District 457(b) retirement plan.
- Prepare monthly CalPERS reports and transmit payments to CalPERS.
- Collects data and makes a variety of General Journal entries to the District 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.
- Develops and maintains financial and statistical spreadsheets on District functions and activities.
- Performs a variety of District 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-2's.
- All District positions require the employee to provide good customer service to both internal and external customers, maintain positive and effective working relationships with other District employees.
- Must show cooperation and respect to fellow employees and supervisors at all times.
- Adhere to an assigned work schedule and meet District attendance standards.
- Other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

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:**

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 District 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 and Experience Requirements:**

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:

- **Education:**

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

- **Experience:**

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.

### **Other Requirements**

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

## **TYPICAL WORKING CONDITIONS**

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 District 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 District 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.

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Employee Signature

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Date

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Employee Name – Please Print