



## **TAHOE CITY PUBLIC UTILITY DISTRICT**

### **Job Description**

**Job Title:** Accounting Technician  
**Department:** Administrative Services  
**Supervised By:** Chief Financial Officer  
**FLSA Status:** Non-Exempt  
**Revised as of:** January 2016

### **JOB SUMMARY**

To perform a variety of complex and specialized accounting duties in an assigned functional area of responsibility; to function as a liaison between the finance division, customers, and other District departments by answering questions and solving complicated and/or sensitive problems; and to perform a variety of technical tasks relative to assigned area of responsibility.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Chief Financial Officer.

May exercise technical and functional supervision over lower level finance staff as assigned.

### **ESSENTIAL FUNCTIONS**

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Perform specialized and detailed work in the review and processing of various financial records and related materials.
- Ensure the integrity of data and information related to area of assignment, which may include cash management, utility billing/customer service, accounts payable/receivable and/or consolidated billing.
- Receive, research and resolve discrepancies related to cash management, utility billing/customer service, accounts payable/receivable and/or consolidated billing.
- Analyze and reconcile a variety of journals, accounts, reports and records; prepare, process, and maintain accounting system records and transactions.
- Prepare journal entries and general ledger reconciliations and perform month and year-end closing of accounting records; assist with budget development and monitoring.
- Prepare, compile, tabulate and maintain data and complex documents; assist with preparing technical financial, statistical and operational reports, statements and records.
- Post, check, balance and adjust accounts; entering data into computer and producing reports and registers.
- Respond to inquiries from the public in person, by telephone, and/or in writing, regarding areas of responsibility and initiate appropriate action to resolve problems.

- Establish and maintain effective working relationships with co-workers and all others contacted in the performance of assigned duties.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others.

## **ADDITIONAL DUTIES AND RESPONSIBILITIES**

- Research discrepancies in assigned area(s) of responsibility and; according to established procedures, make appropriate corrections.
- Provide documentation and assistance during annual audit.
- Maintain and track District credit card accounts.
- Assign, train, and review the work of accounting clerical staff.
- Perform all other duties as assigned.

## **EMPLOYMENT STANDARDS**

### **1. Knowledge of:**

- Methods, terminology and practices used in financial and accounting work.
- Principles and practices of routine analytical research.
- Recordkeeping requirements, ordinances, rules and regulations related to area of assignment.
- General office practices and procedures.
- Customer service principles and problem resolution techniques.
- Business English vocabulary, spelling and correct grammar usage.
- Safe work practices.
- Modern office practices, methods, and computer equipment, and software applications related to financial accounting.
- Principles and practices of technical and functional supervision and training.

### **2. Ability to:**

- Independently perform difficult and responsible technical work involving financial and related statistical record keeping.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.
- Prepare, process, review, and check submitted accounting and financial documents, records, and forms for accuracy, completeness and conformance to applicable policies, rules and regulations.
- Use independent judgment in the exercise of daily responsibilities.
- Research and compile technical and financial information.
- Make accurate mathematical calculations.
- Type and prepare a variety of financial and statistical reports.
- Operate and use modern office equipment including typewriter, personal computer, printer, copier, facsimile machine, telephone and 10-key calculator, etc.
- Utilize spreadsheet, word processing and other related software packages to generate work.
- Effectively use and maintain a variety of filing systems and accounting records.

- Communicate effectively, tactfully and positively in both oral and written form.
- Establish, maintain and foster positive working relationships with those contacted in the course of work.
- Organize, assign and review the work of staff engaged in a variety of clerical accounting duties, as assigned.

## **EDUCATION AND TRAINING REQUIREMENTS**

### **1. Education and Experience Requirements:**

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

Education: Equivalent to an Associate's degree from an accredited college or university with major course work in accounting, finance or a related field.

Experience: Two (2) years of progressively responsible technical experience involving the preparation and processing of financial accounting and related documents.

### **2. Certification & Licensing Requirements:**

- Possession of appropriate and valid driver's license and driving record that complies with District policy.

## **WORKING CONDITIONS**

Work is performed in a typical temperature controlled office environment subject to typical office noise and conditions. (See detailed Job Analysis for a more complete list of physical and mental requirements.)

**Reviewed by:**  **Date:** 01/15/2015

**Classified by:**  **Date:** 01/15/2015

**Approved by:**  **Date:** 01/15/2015