

# PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

## CLASS TITLE: Accounting Specialist/Technician

<b>DEPARTMENT:</b> Finance	<b>ACCOUNTABLE TO:</b> Accounting Manager	<b>FLSA STATUS:</b> Non-Exempt
<b>SALARY RANGE:</b>	13, 15, 17	
<p><b>CLASS SUMMARY:</b> Under the general direction of the Accounting Supervisor, incumbent is responsible for performing a wide range of activities covering accounts payable to all aspects of the payroll processes and related federal and state reporting requirements. Duties include: maintaining, administering and preparing Padre Dam payroll consistent with the MOUs and appropriate state and federal laws; reviewing payroll transactions for accuracy; transferring payroll tax payments electronically, completing monthly, quarterly, and annual payroll-related reports; maintaining payroll data base for deductions, benefits, accruals and updating computerized salary tables; processing accounts payable; processing and issuing annual 1099s and W-2s; modifying the accounts payable procedures as needed; reconciling bank checking accounts monthly; performing other general accounting tasks and research projects as requested by supervisor; and training Padre Dam employees with regard to use of the purchasing policy and payroll input.</p>		
<p><b>DISTINGUISHING CHARACTERISTICS:</b> This is a wide classification within a four level accounting series. The position has an emphasis on either accounts payable or payroll and incumbents are expected to become fully cross-trained and experienced in both areas. In addition, fully cross-trained incumbents are expected to train and assist other incumbents. The Accounting Specialist/Technician is distinguished from the Accountant in that the Accountant has a broader scope of responsibility involving non-routine financial analysis and financial statement presentation.</p>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
1.PR	Prepares Padre Dam payroll by auditing, troubleshooting, monitoring and verifying the accuracy of adjustments to on-line records. Reviews and enters various payroll reports; processes direct deposits, payroll and payroll taxes; monitors and audits payroll deduction system setup and withholding reports; prepares journal entries as needed.
2.PR	Transfers electronically all payroll related tax payments to repository.
3.PR	Updates Padre Dam computer system for employee deductions, benefits and accruals including PERS.
4.PR	Monitors and maintains system salary tables for automated payroll processes and assists with troubleshooting technical problems.
5.AP/PR	Provides software training for purchasing processes, cost center managers and time card keyers.
6.PR	Inputs, updates and reconciles payroll data in Padre Dam's Human Resources software module, including auto deposits, billing rate adjustments, eligibility in pension plan, PERS adjustments, sick/vacation/donation accruals, terminations and retirements, working out of class pay.

# PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

## CLASS TITLE: Accounting Specialist/Technician

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
7.PR	Completes monthly, quarterly, and annual payroll related tax reports, including 941s, W-2s, EDD, workers' compensation and 1099s.
8.PR	Prepares, verifies accuracy and inputs all retroactive payouts, including sick leave, vacation and CTO .
9.PR	Reviews all transactions affecting employee status for compliance with Padre Dam policies.
10.PR/AP	Responds to inquiries from workers' compensation carrier and County Water Authority and assists Accountant, Sr. with preparation for annual CPA audit.
11.AP	Establishes and modifies accounts payable and payroll daily operating procedures due to changes in operational needs and/or software changes.
12.AP	Develops and updates/maintains a variety of accounts payable analysis spreadsheets and reports for use in performing accounting analysis and/or tracking functions.
13.AP	Interprets departmental and Padre Dam policies and procedures as related to accounts payable and payroll processing.
14.AP	Performs bank reconciliation on operating checking account, payroll bank account and Immediate Purchase Order bank account.
15.AP	Reviews miscellaneous receivables and follows up on delinquencies.
16.	Processes Padre Dam accounts payable by assigning vendor numbers, matching invoices with purchasing authority and receiving documents; keys matched documents, issues immediate purchase orders, and keeps log; reconciles account payable records.
17.	Maintains filing systems, performs general office filing, typing and followup on accounts payable problems.
18.	Performs miscellaneous research and special projects.
19.	Performs other duties of a similar nature or level.

**Knowledge** (position requirements at entry):

- Accounts payable and payroll processing;
- Accounting principles.

# PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

## CLASS TITLE: Accounting Specialist/Technician

### **Skills** (position requirements at entry):

- Performing mathematical calculations;
- Reconciling accounts;
- Using computers and related software applications;
- Office practices, filing systems, telephone etiquette;
- Perform detailed work on multiple tasks;
- Work in an environment requiring continuous deadlines for work product completion;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

### **Training and Experience** (position requirements at entry):

High School Diploma or General Equivalency Diploma (G.E.D.) and two years experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

### **Licensing Requirements** (position requirements at entry):

Valid California Driver's License.

### **Physical Requirements:**

Positions in this class typically require: sitting, fingering, talking, hearing, seeing and repetitive motion. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

### **Classification History:**

Date: 4/98; 1/02; 1/05