



ENCINA WASTEWATER AUTHORITY  
**ACCOUNTING TECHNICIAN II**

**REVISED:** September 2024  
**DEPARTMENT:** Finance  
**REPORTS TO:** Accounting Supervisor  
**FLSA STATUS:** Non-Exempt

**POSITION SUMMARY:**

Under the general direction of the Accounting Supervisor, performs timely and accurate accounting and internal financial control duties associated with payroll, accounts payable, accounts receivable, and financial reporting. Performs related duties as assigned.

Incumbents are expected to work independently and exercise judgment and initiative. Positions at this level receive general instruction or assistance as new or unusual situations arise and are able to perform the accounting duties and policies of the department.

Exercises no direct supervision of staff.

**DISTINGUISHING CHARACTERISTICS:**

The Accounting Technician II is the second level in the accounting occupational series that performs specialized accounting duties and agency-wide principal staff functions. Accounting Technician II is the journey professional level that is distinguished from the paraprofessional Accounting Technician I by the required level of professional expertise, independent discretion, and judgment in carrying out ongoing professional work assignments.

The next higher level in the series, Accounting Supervisor, has supervisory and division management responsibilities.

Accounting Technician II is part of a multi-level classification:

**Accounting Technician I**

**Accounting Technician II**

**EXAMPLES OF IMPORTANT AND ESSENTIAL JOB DUTIES:**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Practice and promote the Authority's Mission, Vision, and Values.

- Use Enterprise Resource Planning (ERP) MUNIS software to process; enter invoices; prepare batches for payment and maintain appropriate financial system general ledgers. Review invoices and responsible for the success of check run which are typically run biweekly.
- Develops and standardizes policies, procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned areas, service delivery methods, policies and procedures.
- Researches and responds to inquiries from staff, third parties, and customers regarding assigned programs and activities.
- Prepares journal entries and budget entries as needed.
- Responsible for processing vendor invoices; Ensure vendor updates, ACH/EFT set up, account history records, invoices, requisitions, purchase orders, PO change orders, budget transfers and receiving documents conform to the requirements of EWA's Purchasing Policy.
- Collect and review Authority purchasing card expenses and reviews account information.
- Back up for gathering, reviewing, and preparing use taxes and diesel taxes.
- Make recommendations and updates departmental step by step procedures process recommendations.
- Prepare and compiles budget performance reports; work with staff and extension of staff to resolve any budget variances.
- Update weekly cashflow sheet and bank statements for review by extension of staff as directed.
- Prepare or record miscellaneous cash receipts and journal entries as required to keep the financial system updated with financial transactions.
- Make or review petty cash disbursements and reconciliation.
- Process accounts receivables invoices and review aging report. Follow up with vendors and staff members.
- Maintain vendor files to ensure Encina maintains compliance with state and federal reporting requirements.
- Assist with preparing member agency wastewater services billings, fats oils and grease services, fertilizer sales, brewery waste, resource sharing, laboratory services, non-routine compliance, and other invoices in accordance with applicable administrative procedures.
- Review time records submitted by all departments to ensure conformance with contracts and administrative policies, regulations, and FLSA; records and verify hours worked; verify pay increases using financial system data for current payroll period; review and edit documents, correct errors; and balances payroll for each pay period. Update employee records for new employees and changes to employee's payroll allocations.
- Responsible for processing and/or reviewing payroll checks for routine and miscellaneous pays; update payroll accruals including annual and sick leave used balances; balance fiscal year end payroll to the general ledger.
- Prepare and enter bi-weekly payroll journal entries.
- Prepare the quarterly and annual payroll fillings related to the state DE9 and federal 941.

- Submit bi-weekly California Public Employees Retirement System (CalPERS) reports and monitor employee contribution and service crediting. Attend various training's hosted by CalPERS to ensure that any changes to the retirement system is accurately reflected and reported.
- Responsible for reporting 457 reportable earnings for all employees.
- Responsible for tasks associated with annual independent audit.
- Prepare vendor credit letters and reviews them for accuracy and completeness.
- Responsible for covering for leaves for other staff accounting and inventory members.
- Perform other duties of a similar nature or level.

**Specific Types of Knowledge, Skills and Physical Abilities Required:**

- Demonstrated ability to learn, interpret and apply complex federal, state, organizational and departmental policies, procedures, rules, and conventions; understand and follow directions.
- Demonstrated ability to work with employees and vendors in a tactful and diplomatic manner to establish and maintain cooperative working relationships.
- Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills.
- Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration.
- Demonstrated ability to make complex computations; general understanding of and experience with computer uses in financial management; and extensive involvement with processing accounts payable, accounts receivable and payroll.
- Demonstrated ability to use a personal computer for a variety of financial and reporting applications including Microsoft Office Suite and Enterprise Resource Planning Systems.
- Knowledge of principles and practices of basic record keeping.
- Proficient English usage, including spelling, grammar, and punctuation.

**MINIMUM QUALIFICATIONS:**

**Education and Training:**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

- Bachelor's Degree from an accredited four-year college or university with a major in accounting or related discipline
- Three (3) years of accounting experience, preferably in a municipality

**Licenses and Certifications:**

Possession of a valid California Class C Driver's License and ability to be insured under the Authority's automobile insurance coverage.

**Confidentiality Statement:** This position requires access to documents and/or records that may be considered confidential. Material of this nature must be handled appropriately to maintain its

confidential nature. Failure to maintain the confidential nature of appropriately classified material may result in disciplinary action up to and including termination.

**WORKING CONDITIONS:**

The employee normally works in an office environment typical for a regional wastewater treatment and disposal enterprise. Noise levels are usually low to moderate.

**Physical Demands:**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle and to visit various Encina meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 25 pounds and heavier objects with the use of aid or equipment.

**Mental Demands:**

While performing the duties of this position, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information, and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with other managers, board members, government officials, regulators, employees, and the public.