



ACCOUNTING TECHNICIAN

FLSA Status: Non-exempt
Bargaining Unit: Teamsters
Adopted: March 2016

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

GENERAL DEFINITION

Under the direct supervision of the Director of Administration or designee, the Accounting Technician is responsible for accounts receivable and billing; receipt and deposit of monies; report preparation; balancing, computing, verifying, adjusting and/or reconciling fiscal data. Depending on the assignment, the incumbent is also a front-line customer service representative who provides assistance to the boating and general public, in full cooperation with the Harbormaster, and performs related work as required.

ESSENTIAL FUNCTIONS

Essential functions may include, but are not limited to, the following:

- Enters and maintains records for charges, payments, and credits in the District's computerized billing system; updates computerized statements and reports
- Sends delinquent account notices and letters as directed by Director of Administration or designee
- Compiles and files agreements, permits, and other documents
- Collects and issues receipts for fees collected from users; deposits cash receipts
- Opens new accounts for tenants and berthers
- May prepare purchase requisitions
- Provides public receptionist duties; greets the general public and provides information relative to facility and harbor environment; assists the public in locating their assigned berths; answers questions regarding weather and tides.
- If based at Harbor Office, may provide support for harbor operations, which may include radio dispatch to Deputy Harbormasters; dispensing information and directions to the public through the use of telephone, personal contact and VHF radio, including radio dispatch of information to the Harbor Patrol and relay of essential information to supporting agencies
- Performs a number of office/clerical duties including maintaining and ordering office supplies, preparing and completing typed reports, and preparing and maintaining facility records and files
- Provides back-up assistance to the Finance Unit for accounts payable, payroll processing, and/or other duties as required.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.

QUALIFICATIONS

Knowledge of:

- Principles and practices of fiscal record keeping and reporting, bookkeeping, accounts payable and receivable.
- Principles and techniques of governmental accounting and auditing.
- Mathematics including calculation of percentages, fractions and decimals.
- Modern office methods, procedures and computer applications.

Ability to:

- Operate a personal computer including numeric keypad, a 10-key adding machine by touch with acceptable speed and accuracy, and a variety of other office machines.
- Enter and retrieve electronic data with sufficient speed and accuracy to perform assigned work, using Microsoft Office applications
- Communicate fluently in written and spoken English
- Maintain a variety of financial records and files.
- Perform varied technical accounting and/or payroll clerical work.
- Accurately tabulate, record and balance assigned transactions.
- Learn, comprehend and disseminate information related to the harbor environment
- Work independently and establish work priorities
- Establish and maintain effective relations with employees, supervisors, elected officials and the general public

MINIMUM QUALIFICATIONS

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

Education:

High School diploma or General Educational Development (GED) equivalency

Experience:

Two years' experience in computerized accounting and bookkeeping/data systems and sufficient skill to learn and use the District's billing software system. Exposure to a customer service environment is desirable.

LICENSES AND/OR CERTIFICATES

Possession of or ability to obtain and maintain a valid Class C California driver's license at time of employment.

PHYSICAL DEMANDS:

These functions may be performed with or without reasonable accommodation:

- Use dexterity and vision necessary to operate computer equipment with a high degree of productivity and accuracy.
- Sit at a desk and in meetings on a continuous basis for long periods of time.
- Intermittently twist and bend to reach equipment in work area.
- Perform simple gripping, grasping and fine manipulation; in addition, perform repetitive keystrokes on both a computer keyboard and 10-key adding machine.
- Use a telephone and communicate through written and electronic means.
- Lift and carry weight of 20-pounds or less of varying period of time
- See in the normal vision range with or without correction.
- Hear in the normal range with or without correction.

WORKING ENVIRONMENT:

Work is primarily performed indoors in a carpeted office environment with natural and fluorescent lighting and moderate noise level. Some movement is required from office to office and there is exposure to external environment when going to outlying offices and meetings. In addition, the incumbent may be required to go outside to accompany berthers and prospective berthers to a marina to view slips. The performance of outdoor work requires exposure to a variety of weather conditions (heat, cold, rain, intense sun); exposure to potentially hazardous substances and chemicals and work on slippery surfaces. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.