

# EMPLOYMENT OPPORTUNITY



## San Mateo County Harbor District Accounting Technician

Salary Range: \$5,328 - \$7,140 per month plus benefits

First Review of Applications  
December 2, 2020 at 5:00 p.m. or Open Until Filled

The San Mateo County Harbor District has a full-time employment opportunity with excellent benefits for an Accounting Technician. Under the direct supervision of the Accounting Manager, 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 AND MARGINAL 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 Accounting Manager.
- Compiles and files agreements, permits, and other documents.
- Collects payments for new and existing accounts for tenants, berthers, and transients.
- May prepare purchase requisitions and assist in gathering documentation from staff.
- Provides public receptionist duties; greets the 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 several 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, 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.

### **Qualified Candidates will possess the following:**

#### **Education:**

- A High School diploma or General Educational Development (GED) equivalency required.

#### **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 OR CERTIFICATIONS**

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

## **BENEFITS**

This position enjoys a benefit package including:

- CalPERS Retirement (2.5% @55 Classic members or 2% @62 new members)
- CalPERS 457 Deferred Compensation Plan (Employer contributes 2% of base salary)
- Personal Time Off (Up to 160 hours a year) and Extended Illness Bank Accrual
- 10 Holidays plus Three floating holidays
- Medical/Dental/Vision & Life plans (Employee pays 7% of premiums)
- Pre-Tax Flexible Spending Account
- Teamsters Union Local 856

## **HOW TO APPLY:**

**OPTION 1.** To Apply Online: <https://www.smharbor.com/employment>

**OPTION 2.** Complete Application:

<https://www.smharbor.com/files/febaf9725/Employment+Application.pdf>

- E-Mail completed application: [bcortes@smharbor.com](mailto:bcortes@smharbor.com)
- Fax completed application: (650) 583-4614
- Mail completed application: **HR Department, P.O. Box 1449, El Granada, CA 94018**

## **SELECTION:**

Applications will be reviewed by a screening committee and those applicants who appear to be among the best qualified will be selected for the examination process. All employee offers are subject to a SMCHD paid physical examination and a thorough reference and background check.

## **NOTE TO APPLICANTS:**

The provisions of this bulletin do not constitute and express or implied contract. Any provision contained in the bulletin may be modified or revoked. The San Mateo County Harbor District is an Equal Opportunity and does not discriminate based on race, color, religion, sex (including pregnancy, transgender status, and sexual orientation), national origin, age (40 or older), disability or genetic information. In accordance with the Americans with Disabilities Act (ADA), if special accommodations are necessary at any stage of the testing process, please notify the Human Resources Department in advance at (650) 741-9164 so your request may be reviewed prior to the occurrence of testing.