

**Palos Verdes Library District
Accounting Technician III
Job Description**

Last Reviewed: December 2016

Salary Range: 48

PURPOSE

The Accounting Technician performs a variety of technical, accounting, and administrative duties to support the financial management such as processing accounts receivable and accounts payable; using accounting software to maintain accurate records of financial transactions; and performing financial reconciliations and preparing reports. The Accounting Technician series is distinguished from the Administrative Assistant series in that incumbents are required to have and apply technical bookkeeping and accounting skills.

This is the advanced-level class in the Accounting Technician series that performs complex tasks associated with ensuring the accuracy and integrity of the District's financial and statistical data, including account maintenance; making journal entries to correct or make adjustments to the general ledger; maintaining and reconciling a variety of general, summary, and clearing accounts utilizing the application of generally accepted accounting procedures and techniques; reviewing and monitoring District budget to ensure account accuracy and compliance with District, state, and/or federal guidelines, and preparing reports and statistical data for the Finance Director and Board of Trustees. This position also assists the Facilities Manager with project accounting. Appointment to the Accounting Technician III class requires a District opening and that the employee demonstrate the ability to perform the full range of duties of the higher class and meet the qualification standards for the higher class.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only) *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.*

Essential duties include, but are not limited to, the following:

Accounting and Administration

- Maintains ledgers, journals, logs, vendor files, and other accounting records; extracts, posts, adjusts, and reconciles entries from supporting documents and records; classifies and codes accounting documents for proper distribution of expenditures into accounts.
- Processes and maintains accounting and financial transactions in compliance with all applicable policies, rules, regulations, and ordinances.
- Reviews source documents for compliance with rules, regulations, and procedures; determines proper handling for compliance.
- Reviews source documents for accuracy; collects, records, files, and distributes related paperwork.
- Prepares documentation for payment; confers with vendors as necessary; enters data into the automated accounts payable system and verifies the data to produce payments; may prepare manual checks; prepares payments for mailing and files copies with backup.
- Receives vendor inquiries via telephone, fax, or mail; and resolves any issues, problems, or requests using established procedures.
- Receives and balances cash receipts; allocates revenues to proper cost accounts; posts revenues; prepares deposits and related reports.
- Receives mail, directs payments from the public, and from other District departments, balances monies received, prepares receipts, and bank deposits.
- Processes refundable deposits by posting activities to ledger, refunds unused deposits, and generates related information.
- Tracks intercompany transactions and request funds from Los Angeles County.
- Informs Finance Director of actual vs. budget discrepancies.
- Verifies, posts, and records a variety of financial transactions; prepares and maintains database, records; prepares a variety of periodic and special financial, accounting, and statistical reports.

- Enters and retrieves information using standard word processing and spreadsheet software and specialized accounting software.
- Reconciles transactions and data as directed; records changes and resolves differences.
- Prepares and makes money transfers.
- Prepares and makes journal entries into the financial computer software.
- Administers petty cash, codes receipts, and tracks and replenishes petty cash boxes for all branches.
- Prepares and distributes billings and notices.
- Prepares, reviews and submits 1099's and other year-end reports.
- Generates and assists in the preparation of monthly, quarterly, and year-end financial, summary, and technical reports.
- Assists customers, departments, and employees by providing answers and information regarding specific account information, discrepancies and/or general accounting procedures; and updates related files and departments on action items.
- May assume other accounting, administrative, or customer service responsibilities on a relief basis as required, including acting as the backup for the payroll function.
- Recommends accounting software changes.
- Orders checks and renews accounting software.
- Assists the Finance Director with special projects as required.
- Processes payroll when needed.
- Acts as a certified passport agent; processes passports, such as collecting documents and information required by the National Passport Office; performs all administrative functions related to passport processing, such as photos, mailing, postage, and completing transmittal reports.
- Participates in the District's notary service; notarizes documents in accordance with all legal requirements.

Project Accounting

- Monitors all facility related budget expenditures to actual expenditures monthly.
- Monitors contracts such as terms and conditions, and financial impact to the monthly financials and annual budgets.
- Tracks project invoices against budget.
- Maintains monthly purchase order logs, data entries and monthly reconciliation reports.

Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Techniques for providing a high level of customer service to the public, volunteers, vendors, contractors, and District staff, in person and over the telephone.
- Terminology, practices of financial, accounting document processing, and record keeping, including payroll, accounts payable, accounts receivable, and purchasing.
- Basic principles and practices of fund accounting and public agency budgeting.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work, including word processing and spreadsheet applications.
- Records management principles and practices.
- Business arithmetic and statistical techniques.
- English usage, grammar, spelling, vocabulary, and punctuation.

Ability to:

- Understand transactions in terms of accounting codes and classifications; determine proper accounting codes and classifications for transactions.
- Reconcile differences within the record-keeping system using mathematical skills and understanding of the record-keeping system and related transactions; recognize and correct computational errors; accurately compare, post, and transfer numbers.
- Perform detailed accounting and financial office support work accurately and in a timely manner.
- Respond to and effectively prioritize multiple projects and other requests for service.

- Interpret, apply, and explain policies and procedures.
- Compose correspondence and reports independently or from brief instructions.
- Establish, maintain, and research files.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer and handheld equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain cooperative working relationships with colleagues.

Education, License, and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Accounting III: Equivalent to an Associate's Degree from an accredited college or university with major coursework in Accounting, Business Management, or a closely related field, and three (3) years of progressively responsible work experience in processing financial documents, maintaining financial or accounting records, and performing general accounting office work. Must possess and maintain a valid California Class C driver's license and have a satisfactory driving record.

Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, 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, typewriter 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 necessary to perform job functions.

Environmental Elements

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Working conditions

May be required to work flexible schedules including evenings, weekends and holidays.