



Department: Finance
Prepared By: Laura Redwine

FLSA Status: Non-Exempt
Prepared Date: April 11, 2016

JOB TITLE: Accounting (Accounts Payable) Technician

SUMMARY:

Performs accounts payable function and financial accounting and assists with budgeting.

ESSENTIAL DUTIES AND RESPONSIBILITIES LISTED BY PRIORITY/FREQUENCY:

- Receive daily mail, sort invoices, stamp, and distribute to each department for approval/rejection.
- Process bills for payment. File vouchers once matched to invoices in safe.
- Issue purchase orders and maintain annual blanket purchase orders. Match bills with purchase order documentation.
- Prepare, review, and release encumbrances in general ledger.
- Perform allocation of bi-annual administrative cost allocation and prepares journal entry.
- Process payment of accounts payable.
- Makes entries in the general ledger, as necessary.
- Code and monitor bills for payment for Customer Service and Finance Departments.
- Monitor and review invoices for proper coding to expenditure accounts and ensure a budget enacted weekly.
- Monitor and review department spending/budgets monthly.
- Maintains backup/support documentation of journals, registers, and other transaction reports.
- Reconcile Tenant Fund, Safe Water Loan Deposit Fund, Savings Account Bank statements and others funds as needed.
- Print and distribute expense/revenue reports.
- Prepare year end 1099 forms.
- Prepare annual sales tax report and pay amount to BOE.
- Prepares various reports and ledgers.
- Enter budget adjustments and budget transfers, as needed.
- Assist and help prepare for annual financial statement audit and annual budget reports.
- Maintain capital asset records and prepare journal entries.
- Provide back up to Customer Service Representative taking payments, new service, disconnects, answering phone calls, etc. as needed.
- Cross trained and can serve as back up to Accounting Personnel Technician and Accounting Accounts Payable Technician.



- Assist with budget, expenditure, and accounts payable special projects.
- Perform related duties, as needed.

MINIMUM QUALIFICATIONS, EDUCATION, AND EXPERIENCE:

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required.

- High school diploma or general education degree (GED); AA degree preferred.

PREFERRED QUALIFICATIONS AND EXPERIENCE:

- Two to three years related accounting experience; or equivalent combination of education and training. Type a minimum of 45 words per minute and experience working in Microsoft Office with excellent proficiency in Excel.
- Ability to read, analyze, and interpret technical procedures and governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and response to questions from groups of managers, customers and the general public.
- Ability to solve practical problems and deal with a variety of concrete variables in situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, and rates. Ability to apply concepts of basic algebra and geometry.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid California Class C driver's license.

Every individual holding this position must possess and maintain all certificates, licenses and registrations required by law at the current time or in the future.

PHYSICAL DEMANDS:

- Sitting, standing, walking, climbing, grasping, lifting, manual dexterity, clear speech, clear hearing, clear seeing and driving. Ability to occasionally lift/move 25 pounds.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

- Generally indoors in a temperature controlled office.



- Noise level is usually moderate.
- Verbal, face-to-face contact, email, and telephone.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.