

ACCOUNTING TECHNICIAN - BOOKKEEPER



Department:	Agency Administration
Reports To:	Accounting Supervisor
Group/FLSA Status:	Classified (CEA) / Non-exempt
Revised:	3/17/2012

SUMMARY: *(Brief description summarizing the overall purpose and objectives of the position.)*

The Accounting Technician/Bookkeeper maintains balanced and up-to-date financial records for the district.

ESSENTIAL FUNCTIONS: *(Typical tasks but not all inclusive – major duties of the position.)*

- Maintains accounts including cashbooks and general ledgers, reconciles discrepancies, and posts entries to balance various accounts;
- Records and processes cash receipts, billings, and disbursements, ensuring complete and accurate documentation;
- Audits and maintains records of financial transactions including purchases, invoices, and receipts;
- Maintains and is responsible for inventory records;
- Compiles figures for financial reports and assists in the preparation of financial reports;
- Composes routine correspondence;
- Provides good public relations and customer service with member districts, staff, parents and the general public;
- Follows all policies and regulations;
- Regular and prompt attendance is essential;
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES: *(Minimum competencies for job performance.)*

- Comprehensive knowledge of the principles and practices of Accounting Technician/Bookkeeper;
- Comprehensive knowledge of accounting principles;
- Ability to demonstrate confidentiality;
- Ability to establish and maintain effective working relationships with employees, members, and vendors;
- Ability to prioritize and be very detail oriented and organized;
- Ability to handle a variety of typical assignments or problems independently;
- Ability to apply fairly standard procedures;
- Ability to read and interpret basic workplace data;
- Ability to communicate effectively, both verbally and in writing, with employees, members, and vendors;
- Ability to write clearly and concisely;
- Ability to operate modern office equipment, technology, and related software, in particular, must be proficient in Excel.

EDUCATION AND EXPERIENCE: *(Minimum level of education and experience required.)*

- Associate's Degree and moderate experience in a job-related field OR equivalent combination of education and experience in a job-related field that enables performance of all aspects of this position.

LICENSES, CERTIFICATES, AND REGISTRATIONS: *(Minimum required to perform the job.)*

- Valid Driver's License.

SUPERVISION: *(Level of supervision received and supervision exercised/size of group supervised.)*

- Work is performed under supervision of the Accounting Supervisor;
- No supervisory responsibilities.

WORKING CONDITIONS: *(Physical/sensory requirements and environmental conditions.)*

- Business travel may be required;
- Work may require long hours including early morning, evening, and weekend activities;
- Work is performed year round;
- This is sedentary work requiring the exertion of up to 25 pounds of force occasionally, and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body, and a

negligible amount of force constantly to move objects; work requires stooping, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information through normal spoken word; visual acuity is required for preparing and analyzing written or computer data, inspections involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions and may be exposed to bloodborne pathogens.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The physical demands and work environment describe here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not constitute an employment agreement between SWWC and employee and is subject to change by SWWC as the needs and requirements of the position change.