

JOB DESCRIPTION
Finance Technician I Flex (C)
Finance Technician II (C)
Code Number: 06031, 06030

GENERAL PURPOSE

Under supervision, performs a variety of technical accounting support and administrative duties in the preparation, processing and maintenance of accounting and financial records; functional areas of responsibility can include accounts payable, accounts receivable, payroll, capital asset/project accounting, inventory, remittance processing, cashiering and cash balancing; maintains a variety of accounting files and records; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Finance Technician I is the entry level class in the Finance Technician series. Initially under immediate supervision, incumbents perform the more routine duties while learning District policies, procedures, systems and practices. As experience is gained, duties become more diversified and complex and are performed under more general supervision, some of which may be considered confidential. This class is alternately staffed with Finance Technician II, and incumbents may advance to the higher level after gaining experience and demonstrating proficiency, which meets the qualifications of the higher level.

Finance Technician II is the working level class in this series. Finance Technician II is distinguished from Finance Technician I in that the latter is the entry-level class and is responsible for a more limited range of assignments. Finance Technician II is further distinguished from Finance Technician III in that the Finance Technician III is the lead/advanced journey level class in the series fully competent to lead the work of lower-level staff and independently perform the routine to the most complex duties.

This confidential class series is limited to positions allocated to departments where confidentiality is a requirement, such as Human Resources, Executive, and Finance departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the

position if the work is similar, related or a logical assignment to this position.

Performs a variety of technical accounting support and administrative duties in the preparation, processing, maintenance, storage/archiving and reporting of accounting and financial records; writes or maintains desk procedures; prepares journal entries and account reconciliations as assigned; performs related duties as assigned; functional areas of responsibility may include accounts payable, billing and accounts receivable, payroll, capital asset/project accounting, inventory, general accounting, payment processing, and cash balancing.

Accounts Payable:

Enters invoices/check requests for payment into the financial accounting system in accordance with District policies and procedures; ensures timely processing to receive vendor payment discounts and meet vendor terms; verifies the accuracy of received orders and vendor invoices; reconciles and resolves discrepancies in supporting documentation and invoice errors; answers questions from departments and vendors regarding purchases and invoices/check requests; maintains files, pay requests and related documents.

Prepares periodic invoice/check request payment batches and the related positive pay file; matches payments to backup documentation, obtains additional signature authorization, and distributes payments.

Researches and responds to vendor inquiries regarding payment status, processes stop payment requests and reissuances, investigates and resolves accounts payable problems and unusual situations.

Accounts Receivable:

Enters and processes invoices for miscellaneous billings including property damage, retiree insurance, lease agreements, interagency agreements, grants, permits, construction orders and service orders.

Performs duties associated with billing and collection of delinquent, unpaid construction and work order accounts, and delinquent accounts receivable accounts; performs a variety of other accounts receivable tasks, such as preparing demands for payment, filing liens and pursuing recovery through legal proceedings; generates and reviews reports on all open activities; determines amounts paid and reconciles accounts; generates demands for payment for collection by outside agency.

Payroll:

Performs duties in support of payroll operations; enters maintenance changes such as

direct deposit, tax withholdings, and deductions into the payroll system; ensures timecards submitted are accurate and contacts appropriate timekeeping staff to rectify errors; assists with payroll generation process; prepares and distributes payroll related reports; prepares and reconciles payroll report entries.

Capital Asset/Project Accounting:

Performs duties in support of capital asset/project accounting; researches projects that are complete and should be “closed”, prepares various project-related journal entries, account reconciliations, developer deposit refund requests, account string maintenance forms; and assists with various other tasks.

Inventory:

Performs duties including reconciliation of inventory receipts, returns and issuances transaction imports to the general ledger; works with warehouse staff to resolve differences.

Remittance Processing, Cashiering and Cash Balancing:

Operates a mail opener and extractor machine to mail payments; sorts remittances and payments into batches; researches customer account records for payments received without remittance advices; prepares substitute or duplicate remittance forms or directly enters payments to customer account records; verifies cash balance and researches if cash and transmittals balances do not agree.

Operates a remittance processing machine and system; researches customer account records to ensure accurate recording of payments for multiple services; manually processes payments that do not meet system parameters; performs minor maintenance on the machines.

Performs various tasks including upload of customer payments processed to the District's customer accounting system; performs backup of workstation computer records; generates work reports; researches water accounts for misapplied payments, NSF charge backs and other unusual circumstances.

Verifies proper documentation and approvals and prepares journal entries for purchasing card transactions, equipment usage, cash receipts, etc.; enters various account record updates in the financial accounting system; uploads and posts manual and imported journal entries to the financial accounting system.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

District rules, procedures and practices governing assigned functional area(s); the District's Chart of Accounts and multiple district cost center coding structure; principles and practices of customer service; practices and procedures of governmental budgeting and accounting; methods, practices, documents and terminology used in processing accounting transactions and in financial record keeping; fundamental accounting and internal control policies and procedures; the District's computerized general accounting system and associated practices and procedures for processing accounting information and interpreting input and output data; standard office practices and procedures; principles and practices of sound business communication; collections practices and procedures; principles and practices of sound business communication.

Ability to:

Operate a computer, calculating machine, mail opener and remittance processing equipment and systems (if required), and other standard office equipment; organize and set priorities; make sound independent judgments within established guidelines; make calculations and tabulations and review fiscal and related documents accurately and rapidly; follow and apply written and oral instructions; communicate effectively, orally and in writing; prepare clear and accurate financial records and reports; handle tactfully and effectively sensitive customer relations situations and defuse situations that are highly volatile; establish and maintain effective working relationships with those contacted in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent and three years of progressively responsible experience in performing financial or statistical record keeping; or an equivalent combination of training and experience.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, both in person and by telephone; and use hands repetitively to operate, finger, handle or feel office equipment; and reach with hands and arms. Employees are occasionally required to stand and walk; stoop, kneel, or bend; and lift up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data; use math and mathematical reasoning; analyze and solve problems; learn and apply new information; perform highly detailed work on multiple, concurrent tasks; and interact with District staff and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet.

FLEX REQUIREMENTS
Finance Technician I (Flex)
Finance Technician II

LENGTH OF TIME REQUIRED

A Finance Technician I may advance or “flex” to the Finance Technician II class after 12 – 36 months of experience in the Finance Technician I class.

PERFORMANCE RATING

The incumbent must receive an overall performance rating of “meets expectations” or better on their most recent annual performance evaluation in order to flex to the higher class.

COMMENTS

To flex to the Finance Technician II class, the Finance Technician I must demonstrate proficiency to perform the full range of duties described in the Finance Technician I/II job description, which includes having a thorough knowledge of their assigned functional area(s) and the ability to work under supervision that is more general.