



## Job Description

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.*

<b>Job title</b>	Finance Technician I/II/III
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### GENERAL PURPOSE

Under immediate (Finance Technician I) or general (Finance Technician II) 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; and performs related duties, as assigned.

A Finance Technician III, under direction, performs lead and/or technical and complex accounting duties and related financial work 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; and performs related duties, as assigned.

### DISTINGUISHING CHARACTERISTICS

Finance Technician I: This is the entry-level class in the Finance Technician series. Initially under close supervision, incumbents learn and perform routine work in assigned accounting program areas. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Finance Technician II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Finance Technician II: This is the fully qualified journey-level classification in the in the Finance Technician series. Positions at this level are distinguished from the Finance Technician I by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

**Finance Technician III:** This is the advanced-level classification in the Finance Technician series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform payroll, accounts receivable, capital asset/project accounting, inventory, remittance processing, cashiering, and cash balancing and accounts payable duties, in addition to performing a wide variety of record keeping, reconciliation, and account support activities. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives immediate supervision (Finance Technician I), general supervision (Finance Technician II), or direction (Finance Technician III) from assigned supervisory or management personnel. Finance Technician I/II exercise no direct supervision over staff. A Finance Technician III may exercise technical and functional direction over and provide training to lower-level staff.

#### **TYPICAL 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.*

*Positions at the Finance Technician I and II levels may perform some of these duties and responsibilities statements in a learning capacity.*

- Performs a variety of routine to complex administrative and technical account support duties related to accounts payable, billing and accounts receivable, payroll, capital asset/project accounting, inventory, general accounting, payment processing, and cash balancing and/or department-specific technical account duties including, balancing, adjusting, and maintaining manual and computerized account and financial records according to established policies and procedures.
- Generates and assists in the preparation of a wide variety of periodic financial reports.
- Maintains a variety of ledgers, registers, and journals according to established account policies and procedures; reconciles transactions and data as directed; records changes and resolves differences; maintains the accuracy of accounting and financial records.
- Verifies, and records a variety of financial transactions; prepares and maintains spreadsheets; records a variety of periodic and special financial and accounting reports.
- Reviews source documents for accuracy, receipt of necessary information, and

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compliance with rules, regulations, and procedures; determines proper handling for compliance.

- Assists customers, departments, and employees by providing answers and information regarding specific account information, discrepancies, general accounting procedures, and/or department specific issues and problems; researches issues regarding specific transactions; and updates related files and departments on action items.
- Performs general office support duties such as opening and routing mail and deliveries; prepares correspondence; completes filing and record keeping; duplicates and distributes various written materials; orders and keeps inventory of office supplies.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

#### Accounts Payable:

- Processes payments in batches and logs batch reports as appropriate; processes warrant writing on a weekly basis; prepares documentation for payment; confers with vendors as necessary; enters and verifies data into the automated accounts payable system to produce payment; may prepare manual checks; prepares payments for mailing and files copies with backup.
- Reconciles transactions and data as directed; records changes and resolves differences, maintains the accuracy of basic accounting and financial records related to the assigned functional area.
- Processes periodic invoice requests; matches payments to backup documentation, obtains additional signature authorization, and distributes payments.
- Audits, verifies, codes, and batches accounts payable transactions; matches purchase orders, packing slips, and invoices; researches discrepancies and unauthorized purchases; checks allocations against department budget appropriations; prepares payment requests.

#### Accounts Receivable:

- Processes invoices for miscellaneous billings including property damage, lease agreements, interagency agreements, grants, permits, construction orders, and service orders.
- Processes delinquent accounts through collection procedures, contacts customers as appropriate; prepares delinquent item reports; initiates and monitors delinquent processing for collection; reconciles collection accounts to reports and tracks exceptions; prepares and processes year-end write-offs for uncollectable accounts.
- Generates and reviews reports on all open activities; determines amounts paid and reconciles accounts; generates demands for payment for collection by outside agency; creates and updates Accounts Payable vendor files.

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Payroll:

- Processes and maintains the wide variety of documents associated with employee payroll including withholding forms, plan participation forms, courts orders, etc.; enters timesheet data into software programs; identifies problems or issues and resolves with employee or supervisor as necessary to ensure accurate payroll along with assisting in the bi-weekly payroll processing
- Participates in system upgrade testing for the HR/Payroll and Timekeeping systems.

Capital Asset/Project Accounting:

- Reconciles purchase order/contracts for projects to prepare closures; processes refunds.
- Posts encumbrances and expenditures to various accounts and reconciles accounts.
- Researches projects that are complete and should be "closed," prepares various project-related journal entries, account reconciliations, developer deposit refund requests, and related documents.

Inventory:

- Reconciles inventory receipts, returns, and issuances transaction imports to the general ledger and works with management to resolve issues.
- Reviews and processes purchase orders; reviews invoices and reports for accuracy and appropriate authorization; ensures that funds are budgeted and available and prepares documentation for payment; enters and verifies data into the automated accounts payable system to produce payment, prepares payments for mailing and file copies with backup.

Remittance Processing, Cashiering, and Cash Balancing:

- Processes payments in batches, logs batch reports and prepares documentation for payments.
- Receives mail and direct payments from the public and from other District departments, balances payments received, prepares receipts and bank deposits. Prepares Daily Cash Analysis Reports.
- Researches customer account records to ensure accurate recording of payments for multiple services. Investigates and resolves water accounts for misapplied payments, insufficient funds (NSF) charge backs, and other unusual circumstances.
- Reconciles and records purchasing card receipts bi-weekly; verifies and records a variety of financial transactions; prepares and maintains various spreadsheets. Assists in generating Oracle month-end and year-end financial reports.

**Additional Duties and Responsibilities for Finance Technician III:**

- Performs difficult or complex administrative and technical support duties related to accounts payable, billing and accounts receivable, payroll, capital asset/project accounting, inventory, general accounting, payment processing, and cash balancing and/or department-specific technical account duties including posting, balancing, adjusting, and maintaining manual and computerized account and financial records

according to established policies and procedures.

- Processes accounts payable; audits invoices for proper documents, account numbers, tax rates, and approvals; balances accounts and generates checks; reconciles anomalies on coding; creates posting reports, and warrant listing report.
- Processes invoices for miscellaneous billings including property damage, lease agreements, interagency agreements, grants, permits, construction orders, and service orders; creates and updates Accounts Payable vendor files.
- Processes delinquent accounts through collection procedures, contacts customers as appropriate; prepares delinquent item reports; initiates and monitors delinquent processing for collection; reconciles collection accounts to reports and tracks exceptions; prepares and processes year-end write-offs for uncollectable accounts.
- Maintains a variety of ledgers, registers, and journals according to established accounts policies and procedures; reconciles transactions and data as directed; records changes and resolves differences; maintains the accuracy of accounting and financial records.
- Researches invoices, matches to purchase orders, obtains authorization for payment, contacts vendors and District staff to resolve accounting issues.
- Verifies, posts, and records a variety of financial transactions; prepares and maintains spreadsheets; prepares a variety of periodic and special financial and accounting reports.
- Audits and verifies various information, including source data as well as manual and computer-produced reports.
- Assists customers, departments, and employees by providing answers and information regarding specific account information, discrepancies, general accounting procedures, and/or department specific issues and problems; researches issues regarding specific transactions; and updates related files and departments on action items.
- Performs general office support duties such as opening and routing mail and deliveries; prepares correspondence; completes filing and recordkeeping; duplicates and distributes various written materials; orders and keeps inventory of office supplies.
- Observes and complies with all District mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

Accounts Receivable:

- Creates and updates Accounts Payable vendor files.

Capital Asset/Project Accounting:

- Audits reports, invoices, and check requests from other departments; assists with yearly update of audit narratives.
- Audits project related invoices and payment requests prior to processing for accuracy.

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- Performs quarterly observations of inventory cycle counts in the warehouse.

## **REQUIRED QUALIFICATIONS**

### Knowledge of:

- Terminology and practices of financial and account document processing and record keeping, including accounts receivable and accounts payable.
- Public agency finance and accounting functions, payroll processes, and techniques.
- Federal, state, and local laws, codes, and regulations in assigned area of responsibility.
- Methods and techniques of posting journal entries.
- Cash handling techniques.
- District procurement policies and procedures.
- Principles and practices of auditing financial documents.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### Additional for Finance Technician III:

- Principles of providing functional direction and training.
- Methods and techniques of reconciling accounts including inventory and cash transactions.

### Ability to:

- Perform detailed accounting and financial support work accurately and in a timely manner.
- Review financial documents for completeness and accuracy.
- Review, post, balance, reconcile, and maintain accurate financial records.
- Make accurate arithmetic, financial, and statistical computations.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Follow and apply written and oral instructions.
- Prepare clear and accurate financial records.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

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- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Additional for Finance Technician III:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.

#### Experience:

*Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:*

- Finance Technician I: Three (3) years of progressively responsible experience providing technical support to a fiscal program.
- Finance Technician II: Four (4) years of progressively responsible experience providing technical support to a fiscal program, or one (1) year experience as a Finance Technician I with the District.
- Finance Technician III: Five (5) years of progressively responsible experience providing technical support to a fiscal program, or one (1) year experience as a Finance Technician II with the District.

#### Education:

- Equivalent to completion of the twelfth (12th) grade.  
Additional for Finance Technician III: Completion of college level coursework is desirable.

#### Licenses/Certifications:

- None.

#### **PHYSICAL DEMANDS**

*The physical 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.*

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 or calculator and to operate standard office

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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 averaging a weight of 25 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

#### **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 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.

#### **FLEX REQUIREMENTS**

Positions in the Finance Technician I/II/III class series are flexibly staffed; positions at the Finance Technician II level are normally filled by advancement from the Finance Technician I level; positions at the Finance Technician III level are normally filled by advancement from the Finance Technician II level; progression to the Finance Technician II and III levels are dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Finance Technician II or III level.

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

<b>Approved by:</b>	<i>Board of Directors</i>
<b>Date adopted:</b>	<i>March 29, 2020</i>
<b>Date modified:</b>	<i>September 29, 2022</i>
<b>FLSA determination:</b>	<i>Non-Exempt</i>

#### **Job Description Acknowledgment**

*I have received, reviewed and fully understand the job description for Finance Technician I/II/III. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.*

Employee Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Employee Number: \_\_\_\_\_