

ACCOUNTING TECHNICIAN I/II/III**SALARY RANGE****\$31.219 - \$48.575 Hourly****\$5,411.29 - \$8,419.70 Monthly****\$64,935.51 - \$101,036.46 Annually****DEFINITION**

Under direct or general supervision, provides support for financial and procurement functions by carrying out the procurement process for supplies, equipment, professional services, capital acquisitions and construction projects for a public agency in compliance with government procurement laws, regulations, and procedures. Performs contract administration and project management support. Performs technical accounting and financial recordkeeping work in a variety of accounting functions including accounts payable, cash management analysis and reconciliations. Performs related work as requested.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff. May provide technical training, assistance, and functional supervision to lower-level staff.

CLASS CHARACTERISTICS

Accounting Technician I is the entry and training class of the series. Incumbents work under immediate supervision while learning Agency practices, rules, policies, and procedures. The Accounting Technician I performs routine and less complex assignments of the unit. Work becomes increasingly complex over time and requires less supervision as additional skills and abilities are acquired.

Accounting Technician II is the fully experienced, journey-level class of the series, which requires performance of more difficult tasks requiring a working knowledge of Agency rules, policies, and procedures; procurement practices, accounting principles and practices; financial recordkeeping; and budget preparation. Incumbents work under general supervision and perform the full range of duties for the position.

Accounting Technician III is the advanced journey-level class of the series and performs the most difficult and complex tasks. Incumbents work with minimal supervision; are lead workers; exercise independent judgment and decision-making; and administer programs/projects within the Division.

EXAMPLES OF TYPICAL 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.

- Receives and reviews requests for procurement in relation to agency needs
- Invites and accepts bids, quotes and proposals, analyzes them for conformance to

- specifications and makes recommendation for awards to project manager
- Prepare and analyze competitive seal bids, competitive sealed proposals, request for quotations and request for statement of qualification in conjunction with project manager
- Assist in contract negotiations or renegotiations with vendors and service providers
- Administers contracts by ensuring compliance with contractual obligations and financial constraints.
- Reviews accounting and financial documents to ensure accuracy, completeness of information, and proper authorization prior to payment.
- Conducts monthly reconciliation of funds and tracks cash flow needs for programs and projects of the agency.
- Prepares monthly disbursement instructions and release of various funding sources.
- Interfaces with outside banking institutions to ensure payment of loans and debt.
- Evaluates and monitors contract performance to ensure compliance with contractual obligations and determines if changes are necessary.
- Prepares reports and correspondence as necessary.
- Prepares technical specifications, contracts and solicitation documents including all related research and value analysis.
- Coordination of proposal evaluation teams including vendor interview and proposal negotiation
- Performs monthly balancing of trust fund, revenue reconciliations, and expenditure data.
- Obtains and evaluates references concerning bidder technical and financial capacities for project.
- Maintains complete, and up to date, electronic or hardcopy procurement and project expenditure records.
- Organizes and maintains contract files, in accordance with the records retention policy.
- Reviews invoices to ensure negotiated terms are being followed and secures project manager approval prior to payment.
- Prepares contracts for signing
- Analyze current procurement activities and recommend improvement through more efficient methods.
- Gathers, assembles, updates, and distributes a variety of department specific information, forms, records, and data as requested; prepares and maintains a variety of databases and reports.
- Represents SBCAG in a professional and customer friendly manner.
- Performs other duties as assigned and as required to fulfill the essential functions of the position.

QUALIFICATIONS

Knowledge of:

- Knowledge of generally accepted purchasing principles, established procedures, agency polices and regulatory requirements.
- Laws and regulations governing public purchasing transactions Request for Proposal, invitation to bid and request for quotation preparation, solicitation and evaluation
- Organization and function of public agencies, including the role of appointed boards and commissions.
- Knowledge of generally accepted accounting principles and practices of public agency finance and record keeping
- Principles and practices of double-entry accounting, accounting structures, financial reporting as well as basic math.
- Principles and practices of data collection and report preparation.

- Office administrative, practices and procedures, including the use of a computer and standard office equipment.
- Business letter writing and the standard format for reports and correspondence.
- Business mathematics and basic statistical techniques.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, banking institutions and SBCAG staff.

Ability to:

- Evaluate bids, quotes and proposals impartially
- Establish and maintain effective working relationships with staff and vendors/contactors and banking institutions.
- Analyze technical purchasing problem areas and select logical solutions.
- Conduct research projects, evaluate alternatives, make sound recommendations, and prepare effective technical reports.
- Interpret, apply, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Research and prepare highly complex specification, solicitation and contract documents
- Provide support for financial and procurement functions
- Coordinate efforts with consultants/vendors and internal stakeholders to resolve contract and invoicing issues.
- Manage and track multiple projects and prioritize assignments
- Understand, follow and direct written and oral instructions
- Assist in the development and implementation of policies and procedures for the best utilization of public funds
- Understand the organization and operation of SBCAG and of outside agencies as necessary to assume assigned responsibilities.
- Interpret and apply administrative and departmental policies and procedures.
- Interpret, apply, and explain policies and procedures.
- Make accurate mathematical, financial, and statistical computations.
- Perform mathematical calculations related to financial transactions, create, and analyze spreadsheets.
- Interpret and work with large amounts of numeric data.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Effectively communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and promote effective working relationships with those contacted in the course of work.

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:

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include:

Accounting Technician I Successful completion of an equivalent of 15 units from an accredited learning institution in the disciplines of accounting, finance, business or public administration, or a closely related field.

Accounting Technician II Successful completion of an equivalent of 30 units from an accredited learning institution in the disciplines of accounting, finance, business or public administration, or a closely related field; and two years equivalent experience of an Accounting Technician I. An associate degree or higher in any of the preferred disciplines may be substituted for one year of experience.

Accounting Technician III Graduation with the equivalent of an Associate's degree from an accredited college or university preferably with a major in accounting, finance, business or public administration, or a closely related field; two years equivalent experience of an Accounting Technician II; and one additional year of increasingly responsible professional experience performed in an independent manner. A bachelor's degree in any of the preferred disciplines may be substituted for one year of experience.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

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, before groups, 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 weighing up to 25 pounds.

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 SBCAG policies and procedures.