

ACCOUNTING TECHNICIAN I/II/III**SALARY RANGE(S)**

	Hourly	Monthly	Annual
Level I	\$34.246 –41.626	\$5,936.03-7,215.28	\$71,232.34-86,583.36
Level II	\$38.747- 47.097	\$6,716.07-8,163.43	\$80,592.86-97,961.12
Level III	\$48.838-53.286	\$7,598.62-9,236.17	\$91,183.42-110,834.02

DEFINITION

Under direct or general supervision, provides support for financial, administrative and procurement functions by carrying out the procurement of 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 and financial recordkeeping work in a variety of accounting functions including accounts payable, cash management analysis, and reconciliations. Performs a variety of administrative functions such as editing of documents, answering calls, meeting coordination, agenda creation and committee support. 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-level 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 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 senior-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)

To execute this job successfully, an individual must be able to perform each essential duty satisfactorily. 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.
- Prepares and analyzes competitive seal bids, competitive sealed proposals, request for quotations and request for statement of qualification in conjunction with project manager.
- Assists in contract negotiations or renegotiations with vendors and service providers
- 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 timely payment of loans and debt.
- Administers, evaluates and monitors contract performance to ensure compliance with contractual obligations, financial constraints 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.
- Coordinates 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.
- Analyzes current procurement activities and recommends improvements 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.
- Transportation Development Act claim coordination
- Performs a wide variety of routine to administrative and clerical duties to support SBCAG operations, including filing, preparing records and monthly reports, accounts payable, cashiering duties, screens calls, greets visitors, opening of mail and ordering and maintaining office and other related supplies.
- Maintains calendars of activities, meetings, and various events; arranges meetings and makes appointments; provides support to committees such as preparing agendas, materials, and minutes.
- Analyzes data in TrAMS, Grants.gov, CalSMART, BlackCat, NTD or other related funding tracking software in support of SBCAG programs and projects.
- Maintains and ensures SBCAG website remains current with applicable documents such as procurement notices, etc.
- May oversee and ensure timely and accurate department-related updates to the agency's website, maintaining consistency with agency branding and communication standards.
- 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

The requirements listed below are representative of the knowledge, skill and/or ability required. Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying.

Knowledge of:

- Knowledge of generally accepted purchasing principles, established procedures, agency policies 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.
- Proficient use of computers, enterprise software, and communication tools, including email, word processing, spreadsheets, and job-specific systems such as transit operations, scheduling, GIS, CAD/AVL, procurement, and digital timekeeping. Must adhere to agency technology policies, including data security and confidentiality requirements.
- 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/contractors 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.

Education:

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:

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;

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;

Experience:

Accounting Technician I: No previous experience is required.

Accounting Technician II: Minimum of two (2) 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: Minimum of two (2) years equivalent experience of an Accounting Technician II; and one (1) 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:

Maintain a valid California driver's license, reliable transportation, adequate auto insurance as required by State law, and insurability by agency carrier for those driving agency vehicles.

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. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions.