



PEBBLE BEACH COMMUNITY SERVICES DISTRICT

ACCOUNTING TECHNICIAN

\$5,381 to \$6,539 per month

DEFINITION:

Under general and specific direction of the Finance Director performs and assists with a variety of finance, accounting, record keeping, and clerical tasks related to the preparation, maintenance, and processing of District fiscal records. Maintains payroll, accounts payable, accounts receivable, cash management, and other records. Performs data entry tasks for District information systems; reception, and other office duties as required.

ESSENTIAL RESPONSIBILITIES:

1. Perform full charge bookkeeping and financial accounting activities, including but not limited to:
 - a) Process invoices. Verify accuracy of invoices and receipt of materials and supplies. Verify that purchases have been made in accordance with the District policies. Prepare and maintain accounts payable audit trails. Prepare checks and monthly check registers. Make electronic payments as authorized by the Finance Director. Respond to vendor questions and reconcile vendor billing statements.
 - b) Classify District revenues and expenditures according to the District Chart of Accounts. Prepare periodic reports relating to the assigned accounts.
 - c) Perform accounts receivable tasks, including but not limited to preparing the monthly billing to CAWD/PBCSD Reclamation Project, quarterly billing to other Fire Districts for reimbursement of shared costs, quarterly billing to Del Monte Forest Conservancy (DMFC) and Del Monte Forest Property Owners (DMFPO) for District services, and other billings to residents and private or public agencies to which services are provided. Verify receipt of funds in a timely manner. Reconcile general ledger trial balance monthly and report delinquencies to Finance Director.
 - d) Prepare and deposit District receipts with the Monterey County Treasury and/or the District's private bank. Duties may require driving to banks, financial institutions, and other agencies on Monterey Peninsula.
 - e) Process and prepare payments related to payroll, taxes, and benefits. Prepare quarterly and annual tax forms including W-2 and 1099.
 - f) Maintain employee attendance records and leave balances.

- g) Review expense reimbursement requests for compliance with District policies and process payments.
 - h) Maintain Accounts Receivable, Accounts Payable, and other assigned financial records. Ensure documents are filed correctly and in a timely fashion.
 - i) Maintain and balance assigned petty cash drawer.
2. Support the District Accountant and Senior Accountant in a variety of accounting activities, including:
- a) Assist in the reconciliation of the bank accounts for the District's Operations and Capital Outlay funds. Ensure appropriate allocations between the District's multiple fund programs (i.e.: General Government / Wastewater / Solid Waste, and Reclamation).
 - b) Assist in the compilation of year-end documents and schedules for the annual audit. Perform a variety of related reconciliations and analyses as assigned.
3. Support Administrative Coordinator in the following activities as needed:
- a) General office duties which include answering phones, opening mail, scheduling use of District facilities, and assisting residents, vendors, contractors and other individuals visiting the District.
 - b) Issuing sewer permits and collecting fees.
 - c) Maintain insurance certificates required from contractors and other agencies, check insurer ratings and report any insurance risk concerns to the Finance Director. Verify the submittal of the District's insurance certificates required by various contracts.
4. Prepare letters, memorandums, and other correspondence as needed.
5. Prepare a variety of other financial reports and analyses as requested.
6. Participate in various professional organizations and committees. Attend related meetings and conferences.
7. Perform various data entry duties for maintenance of District information systems as required.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Methods, practices, and procedures of financial accounting.
- Principles and practices of payroll administration including benefits and tax reporting requirements.
- Mathematics
- Fund accounting and financial management software.
- Efficient use of computer software including Word, Excel, and MS Outlook.
- Proper use of the English language, grammar, spelling, and punctuation.
- Modern office practices and procedures.

Ability to:

- Perform a variety of technical accounting duties including accounts payable, accounts receivable, and payroll.
- Perform a variety of general accounting support duties.
- Use computer equipment and software to produce financial reports and documents and to record information into database information systems.
- Make mathematical calculations quickly and accurately
- Communicate clearly and concisely, both orally and in writing.
- Interpret and apply the policies and procedures of the District.
- Establish and maintain effective and cooperative working relationship with those contacted in the course of work including District officials, staff, and the general public.
- Ability to perform the essential functions of the position.
- Adhere to an assigned work schedule and meet District attendance standards.

EDUCATION AND EXPERIENCE:

Any combination of experience and education, listed below:

Experience:

Two years of varied experience in financial and accounting work requiring the interpretation and application of basic accounting principles.

Education:

Associate degree from an accredited college with major course work in accounting, business practices or similar curriculum. Bachelor's degree is preferred.

Licenses, Certificates, or Credentials:

Possess a valid Class C California driver's license.

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk; sit and work with computers for extended periods; ability to stoop, kneel or crouch to pick up or move objects; lift and move objects weighing up to 40 pounds without assistance and lift and move heavier objects with assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and fax machines.