

EL DORADO IRRIGATION DISTRICT
Class Specification

CLASS TITLE: Finance Technician

DEFINITION

Under general supervision performs a variety of technical accounting duties including the performance of bank reconciliations, processing of employee travel and expense reimbursements; and prepares and maintains a variety of spreadsheets for financial tracking purposes.

DISTINGUISHING CHARACTERISTICS

This is a single-level class where employees within this class perform the full range of duties as assigned including a variety of complex and specialized accounting duties in an assigned functional area of responsibility. Employees 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.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned supervisor or manager.

EXAMPLES OF ESSENTIAL DUTIES: *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

Performs specialized and detailed work in the review and processing of various financial records and related materials; ensures the integrity of data and information related to area of assignment which may include cash management and accounts payable/receivable.

May assist with payroll duties.

Analyzes and reconciles a variety of journals, accounts, reports and records; prepares, processes, and maintains accounting system records, and transactions.

Prepares journal entries and general ledger reconciliations and performs month and year-end closing of accounting records; assists with budget development and monitoring.

Prepares, compiles, tabulates and maintains data and complex documents; assists with preparing technical financial, statistical and operational reports, statements and records.

Responds to inquiries from the public in person, by telephone, and/or in writing, regarding areas of responsibility and initiates appropriate action to resolve problems.

Researches and answers employee and District departments' inquiries regarding reimbursements, and the status of accounts and payments, including proper transaction coding and related matters.

Prepares and maintains a variety of technical spreadsheets and reports.

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Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Modify new computer systems and programs.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Practices, methods, and terminology used in financial and statistical record keeping. Principles and practices of routine analytical research. Customer service principles and problem resolution techniques. Modern office practices and procedures, computer equipment and software applications related to financial accounting. Business letter writing and report preparation. Pertinent local, State and Federal laws, ordinances, rules and regulations.

Skill/Ability to:

Perform difficult and responsible technical work involving financial and related statistical record keeping. Prepare, process, review, and check submitted accounting and financial documents, records, and forms for accuracy, completeness and conformance to applicable policies, rules, and regulations. Research and compile technical and financial information. Assess the capabilities and limitations of automated accounting systems to implement new benefits. Operate a personal computer for data entry, inquiry, and report generation. Review, apply and explain laws, policies and procedures. Audit internal documents, procedures and reports. Maintain confidentiality of a wide range of sensitive information. Make accurate mathematical calculations. Establish and maintain effective working relationships with those contacted in the course of work. Communicate clearly and concisely, both orally and in writing. Intermittently, review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff. On a continuous basis, sit at desk and/or stand at counter for long periods of time; intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; lift or carry weight of 10 pounds or less.

Experience and/or Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible technical accounting experience that included the reconciliation of various types of accounts, and preparation of journal entries.

Education:

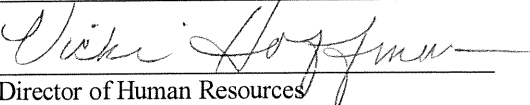
Equivalent to an Associate's degree with coursework in accounting, finance or a related field.

SPECIAL QUALIFICATIONS

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License and Certificate:

Possession of, or ability to obtain, a valid California driver's license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

 Director of Human Resources	<u>1/24/11</u> Date
Established: 08/18/2009 Revised: 12/16/2010 FLSA: Non-Exempt Unit: Non-Safety	