

Ventura County Transportation Commission  
Job Description

## **Accounting Technician**

### **Definition**

Under general supervision, provides responsible technical and office administrative accounting support work related to the processing, preparation, and reconciliation of payroll and financial accounting records and reports; and does related work as required.

### **Distinguishing Characteristics**

This is a single-position technical and office administrative accounting classification reporting to the Finance Director. Responsibilities include independently performing work in the following areas: accounts receivable, accounts payable, and payroll, in addition to performing a variety of recordkeeping, reconciliation, and report preparation activities. This class is distinguished from other office administrative classes by the accounting technical processes, procedures, and terminology.

### **Typical and Important Duties**

Duties may include, but are not limited to, the following:

- Reconciles checking, money market, county administered, and bond accounts; enters data into spreadsheets; calculates account balances; identifies inconsistent data and requests adjustments; calculates interest allocations; prints and copies a variety of spreadsheets; compares general ledger with spreadsheets; and files bank statements.
- Enters SmartCard and VISTA token sales invoices; mails information to clients; distributes sales invoice copies; and files with applicable deposits; Counts, seals, and signs off for VISTA token reimbursements; enters data into a spreadsheet.
- Updates non-sufficient funds database; distributes information to outlets and staff; notifies patrons of non-sufficient fund fees; submits information to District Attorney's office, as appropriate.
- Enters Federal Transportation Act financial information (drawdowns) into a variety of spreadsheets; makes copies and files requests.
- Receives and reconciles SmartCard point of sales detail and reconciliation reports; identifies any exceptions and forwards information to appropriate staff; verifies defective card replacement, lost card replacement, and value to be added authorizations; receives, organizes, and files credit card sales receipts; enters data into spreadsheets, and software applications; verifies entries and identifies any discrepancies; provides information for review.
- Processes payroll twice monthly; receives approved timesheets; verifies information for inconsistencies; makes a variety of calculations, such as taxable income, benefit amounts, leave accruals, etc.; enters data into software application; generates payroll register; provides information for payment selection; copies and files registers and checks; distributes checks.

- Prepares quarterly usage disbursement reports for SmartCard passes; enters sales data into pass disbursement spreadsheet; identifies and corrects errors and exceptions; forwards more complex exceptions to others for resolution or direction.
- Processes accounts payable; reviews invoices for accuracy and appropriate authorization; ensures expenses are coded to a budgeted line item; posts expenditures to various accounts; and prepares backup documentation required for payment.
- Records and verifies a variety of financial transactions; prepares and maintains records and a variety of periodic and special financial accounting, and historical reports; annually prepares older files to be moved for storage at offsite location.
- Researches information as directed.
- Performs other related duties and responsibilities as assigned.

### **Experience and Training**

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

*Experience:* Two years of progressively more responsible experience in performing office administrative accounting, payroll, or financial document processing and recordkeeping.

*Training:* Equivalent to graduation from high school supplemented by coursework in bookkeeping, basic accounting, or applicable computer applications

### **Job-Related Qualifications**

*Knowledge of:*

- Terminology, practices, and procedures of financial and accounting document processing and recordkeeping.
- Standard office administrative practices and procedures, including the use of standard office equipment.
- Computer applications related to the work, including accounts receivable, accounts payable, payroll, word processing, database, and spreadsheet applications.
- Records management principles and practices.
- Business arithmetic and basic statistical techniques.
- Techniques for dealing effectively with the public and staff, in person and over the telephone.

*Ability to:*

- Perform detailed accounting, payroll, and financial administrative support work accurately and in a timely manner.
- Interpret and apply policies and procedures.
- Compose correspondence and reports independently or from brief instructions.
- Make accurate arithmetic, financial, and statistical computations.
- Develop and maintain spreadsheets.
- Establish, maintain, and research files.

- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Use initiative and independent judgment within established procedural guidelines.
- Organize own work, set priorities, and meet critical time deadlines.
- Establish and maintain cooperative relationships with those contacted in the course of the work.
- Work in a safe manner, following Agency safety practices and procedures.
- Maintain confidentiality regarding sensitive information.

*Skill in:*

- Entering and retrieving data into a personal computer with speed and accuracy sufficient to perform the assigned work.
- Using a variety of computer software, including spreadsheet, word processing, internet applications, and specialized software.

### **Licenses and Certificates**

All licenses and certificates must be maintained as a condition of employment.

- A valid appropriate California driver's license may be required.
- Maintain a satisfactory driving record.

### **Special Requirements**

Essential duties require the following physical skills and work environment:

*Physical Skills:* Able to use standard office equipment, including a computer and other electronic equipment; arm, hand, finger, wrist, leg, or foot motion repetitively; firmly or lightly grasp items as needed; sit for extended periods; stand, walk, kneel, and maintain sustained posture in a seated or standing position for prolonged periods of time; vision to read printed materials, a computer screen, and to work in a typical office environment; hearing and speech to communicate in person, and over the telephone; lift and carry 30 pound boxes, files, and materials.

*Ability to:* Travel to different sites and locations; drive safely to different sites and locations; work protracted and irregular hours and evening meetings or work unusual hours for meeting attendance or participation in specific projects or programs.

*Work Environment:* Mobility to work in a typical office setting.

Approved:	February 2010
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Former Titles:	Account Clerk
Status:	Non-exempt/Administrative
ADA Review:	
DOT:	No
Physical:	No