

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

ACCOUNTING TECHNICIAN – STAFF ACCOUNTANT/AP SPECIALIST

DEPARTMENT: FINANCE

FLSA OVERTIME STATUS: NON-EXEMPT

BARGAINING UNIT: OPERATING ENGINEERS LOCAL 3

APPROVED BY BOARD OF DIRECTORS - TBD

SUMMARY: To ensure that vendor invoices, employee expenses, and payment runs are processed with precision and efficiency, while also contributing to the integrity of our general ledger through reconciliations, journal entries, and month-end close activities.

SUPERVISION: Receives direct supervision from the Director of Finance

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Accounts Payable

Invoice Management

- Review, verify, and process vendor invoices for accuracy and proper authorization.
- Perform three-way match and resolve discrepancies promptly.
- Enter invoice data with the proper coding/fund into the accounting system for payment processing.

Payment Processing

- Prepare and process electronic payments (ACH, wire transfers) and checks.
- Monitor payment schedules to ensure timely disbursements and avoid late fees.
- Address payment inquiries from vendors and internal stakeholders.
- Year End 1099 processing

Reconciliation and Reporting

- Reconcile vendor statements and resolve outstanding balances or discrepancies.
- Assist in month-end and year-end closing by reconciling accounts payable records.
- Prepare month end accrual report
- Generate and maintain accounts payable aging reports and payment activity summaries.

Vendor and Internal Communication

- Serve as the primary contact for vendor inquiries regarding payments and account status.
- Collaborate with purchasing and receiving departments to resolve invoice disputes.
- Build and maintain positive relationships with vendors and internal teams.

Compliance and Documentation

- Maintain organized and accurate records of invoices, payments, void checks and correspondence.
- Ensure compliance with company policies, financial regulations, and tax requirements (e.g., 1099 reporting).
- Support internal and external audits by providing requested documentation and information.

Process Improvement

- Identify opportunities to improve accounts payable processes and recommend best practices.
- Utilize AP automation tools to enhance efficiency and accuracy.
- Assist with software conversion and development

Monthly Reconciliation

- Perform weekly reconciliation of utility cash receipts to the bank and identify discrepancies.
- Work with utility billing team to resolve discrepancies
- Process and enter credit card transactions into the accounting system
- Prepare monthly water hydrant meter billing
- Assist with monthly bank reconciliation
- Other accounting reconciliations as assigned
- Support Month End Close with the accounting team

Utility

- Act as a backup to walk in customers and answer incoming phone calls with questions regarding accounts and activity, take message for the utility billing team
- Provides general support to the accounting team and support in the absence of the Utility Billing Team.

DISTINGUISHING CHARACTERISTICS:

This is the full working level in the Accounting Technician class series. Incumbents in this class work under minimal supervision in any of the work areas specified in the definition above. They are expected to perform all types of accounting support and professional accounting work related to the development and maintenance of District fiscal and accounting systems. Incumbents will be assigned specific duties according to the District's needs and the individual's ability.

QUALIFICATION REQUIREMENTS:

- Strong understanding of accounting principles and practices, particularly in accounts payable management
- Familiarity with AP automation tools and electronic payment platforms
- Advanced Microsoft Excel skills, including data analysis and pivot tables
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- Knowledge of accounts payable workflows, tax compliance (e.g., 1099), and vendor management

Ability to perform a variety of arithmetical calculations with speed and accuracy. Interpret and apply laws, regulations and policies. Maintain cooperative working relationships with those contacted in the course of the work. Carry out directions independent of close supervision. Operate computer and related accounting and office support software.

EDUCATION AND/OR EXPERIENCE:

Any combination of training and experience providing the required knowledge and ability is qualifying. A typical way to obtain this knowledge and ability would be:

Minimum Education: High School diploma and/or equivalent.

Seven years of technical experience in Accounts Payable and general financial recordkeeping activities, *OR*

Possession of a four-year college degree with a major emphasis in accounting, business management, or a closely related field preferred with five years of technical experience in Accounts Payable

LICENSE AND/OR CERTIFICATES:

Possession of the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards are a condition of continuing employment.

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 and over the telephone.

Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as 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 up to 25 pounds with the use of proper equipment.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made on a case-by-case basis to enable individuals with disabilities to perform the essential functions.

Employees work in an office environment with 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 departmental policies and procedures. The noise level in the work environment is usually quiet.