

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

## ACCOUNTING TECHNICIAN

(working title Human Resources Specialist)

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DEPARTMENT: ADMINISTRATION

FLSA OVERTIME STATUS: NON-EXEMPT

BARGAINING UNIT: OPERATING ENGINEERS LOCAL 3

APPROVED BY BOARD OF DIRECTORS -TBD

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**SUMMARY:** Perform a wide variety of complex technical and professional administrative duties in support of Human Resources programs. Position requires a high degree of independent judgment and confidentiality. Perform work related to District payroll activities involving the analysis and implementation of payroll regulations and laws, and the processing of payroll and preparation. Coordinates and organizes recruitment processes and training programs, manages benefits administration, supports the District's Safety & Risk Management programs, and maintains confidential personnel records and files.

**SUPERVISION:** Receives direct supervision from the Director of Administration.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Receives, reviews, verifies and processes payroll records, documentation and related records; audits such documents for completeness, accuracy and conformance with policies and procedures;

Assures compliance with City, State and Federal requirements; prepares quarterly, annual and W-2 tax reporting statements; processes retirement plan contributions; analyze employee pay, deductions and benefits to determine the correct amount to report to state and federal agencies;

Assists the Director of Administration in carrying out confidential personnel transactions; such as salaries, benefits, promotions, special pays, reclassifications, demotions, suspensions, terminations and other related matters;

Performs all annual reports, including year-end, updates of tax tables and PERS rates, processing of payroll accruals, and processing of yearly leave pay-outs for different bargaining units;

Performs a variety of responsible clerical/technical work in support of the department including customer service needs; assist employees, departments, and customers by providing information, explaining procedures and answering questions over the telephone

and in person;

Coordinates the implementation of the recruitment and selection process, including all tasks required to ensure a smooth recruitment, pre-employment and new hire process. May facilitate oral interviews and prepare recommendation letter for General Manager.

Coordinates and organizes implementation of various training activities, including scheduling of outside training sources, and logistical coordination of annual District training conference. Verifies completion of training and schedules make-up training.

Provides administrative support for the District's Safety Program, including safety committee minutes, coordination of required physical exams and random drug/alcohol testing.

Provides administrative support to the District's Risk Management programs, including safety inspection response compilation, records maintenance, and insurance program renewal documentation.

Assists with a variety of special human resources projects, including administrative support for labor negotiations, salary and benefits surveys, and risk management (property, liability, workers' compensation) programs.

Administers, organizes, maintains, automates, and implements short and long-term retention of all personnel, safety, and other related files in accordance with applicable regulations and personnel procedures, in both paper and electronic formats. Ensures complete confidentiality of all employee human resources records.

Completes all required forms and notifications relating to health, life, and disability insurance, retirement/deferred compensation, and flexible benefit plan enrollment, changes, termination, and/or COBRA, and disseminates employee information regarding same.

Adheres to and enforces stated safety policies and procedures.

**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:**

Knowledgeable in procedures, policies, rules and practices affecting the development, maintenance and control of fiscal and personnel recordkeeping systems. Practices of financial, personnel and statistical recordkeeping, including automated accounting and bookkeeping systems. Basic budget preparation procedures. Filing methods and procedures. Correct English usage, spelling, grammar and punctuation. Basic governmental

accounting principles and procedures. Modern office practices, procedures and equipment.

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 which would provide 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.

Two years of technical experience in financial, accounting, personnel or statistical recordkeeping activities; or

Possession of a two-year college degree with a major emphasis in accounting, business management, or a closely related field (Two years of experience performing comparable duties to this position may be substituted for the college degree).

**CERTIFICATES, LICENSES, REGISTRATIONS:**

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 accommodations 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.