

APPLE VALLEY FIRE PROTECTION DISTRICT JOB DESCRIPTION

ACCOUNTING TECHNICIAN

Revision #03

Date: October 21, 2020

Approved By: Signed Copy on File

Reports to: Finance Officer

Supervisory Position: No **PFA:** No **Safety:** No **FLSA Exempt:** No

General Position Description

Under general supervision of the Finance Officer, performs complex paraprofessional duties related to general accounting work, accounts payable, and payroll processing. Maintains District financial accounts and records and assists in the preparation of financial reports and analyses. Performs receptionist duties as needed to include assisting customers via phone and in person. Provides responsible technical and clerical accounting support to professional staff and performs related work as required.

Principle Duties and Responsibilities

- Enters and updates data into various computer databases and programs.
- Enters and retrieves information using standard word processing and spreadsheet software.
- Verifies, posts, and records a variety of financial transactions; and prepares and maintains data base and records on a variety of periodic and special financial, accounting, and statistical reports.
- Reconciles transactions and data as directed, records changes and resolves differences, and maintains the accuracy of accounting and financial records.
- Performs all functions of District bi-weekly payroll to include data entry, balancing of payroll as needed.
- Reviews, updates, bills, and tracks on database the annual special tax for District mobile homes and mobile home parks.
- Reviews, posts, balances, reconciles, and maintains accurate and confidential payroll and financial records.
- Prepares, codes and posts District cash and credit card deposits.
- Assists Finance Officer and Administrative Services Manager with special projects as required.
- Performs other duties as assigned.

When performing accounts payable related duties:

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- Processes and maintains all accounts payable transactions in compliance with all applicable rules, District policies, regulations, and ordinances.
- Receives invoices from all departments and ensures proper handling, routing, approvals, and coding.
- Ensures that all invoices and payments are accurate. Reconciles vendor and contract payments against agreed upon terms. Confers with vendors as necessary. Enters data into the automated accounts payable system to produce payment and verifies accuracy. Prepares checks for payment, prepares payments for mailing, and files copies with backup.
- Examines and corrects accounting transactions related to accounts payable to ensure accuracy. Prepares journal entries and reconciles general ledger and subsidiary accounts.
- Receives inquiries from vendors and District employees regarding accounts payable via telephone, fax, email, or mail. Resolves any issues, problems, or requests using established procedures and policies.

When performing reception and clerical duties for the Fire District:

- Responds to requests from the public in a timely and professional manner. Forwards requests for public records to the Administrative Services Manager for processing. Forwards and tracks requests for fire investigation reports to the Fire Marshal.
- Issues, maintains and files burn permits; and provides Mojave Desert Air Quality Management District a monthly report on burn permit statistics.
- Demonstrates the ability to develop proficiency with various applications and software solutions that include MS Office products, various accounting software solutions.
- Tracks sign-ups for CPR and First Aid Classes, creates attendance rosters and distributes appropriately.
- Establishes and maintains accurate files and records.
- Processes all incoming and outgoing mail.
- Compiles data and records into monthly reports.
- Performs other duties as assigned.

Minimum Qualifications

As established in District Personnel Policy P-5.

Description of Duties, Abilities and Work Environment

Reference: Description of Duties, Abilities and Work Environment for Non-Safety Personnel Category I.