

Humboldt Bay Municipal Water District

ACCOUNTING TECH II – A4 (Formerly Accounting and Human Resources Assistant) Position Description

GENERAL PURPOSE

Under general supervision completes retail utility billing functions

Under general supervision provides administrative, accounting, bookkeeping and human resource support to the Accounting Specialist I/II position.

ESSENTIAL FUNCTIONS AND DUTIES

1. Customer Service

- A. Provides back-up to Accounting Tech I position for telephone coverage and public interaction

2. Retail Utility Billing

- A. Processes retail utility billing, late notices, and payments
- B. Responds to inquiries from retail customers
- C. Works with Essex Customer Service Staff to process work orders (start/stop service, meter issues, non-payment lock-offs)
- D. Performs monthly analysis of water consumption and account activities; updates website
- E. Monthly reconciliation for outside agencies under contract for Utility Billing services (Fieldbrook)
- F. Other retail utility billing duties as assigned

3. Support to Accounting Specialist I/II Position

A. Payroll

- 1. Preliminary review of employee time cards
- 2. Verify payroll calculation data prior to processing
- 3. Process payroll direct deposits
- 4. Prepare reports for CalPERS
- 5. Provide back-up payroll coverage as needed
- 6. Other payroll duties as assigned

B. Human Resources

- 1. Maintains safety apparel ordering process; safety shoe reimbursement status
- 2. Maintains employee enrollment in medical flight coverage
- 3. Invoices retiree's for continuing health, vision, and dental insurance coverage
- 4. Assists with Human Resources questions, inquiries, and projects as assigned;
- 5. Assists with hiring process as assigned

C. Accounting

1. Lead processor of requisitions and purchase orders
 - a) Manages and maintains the purchase order system
 - b) Communicates with all District staff regarding missing/needed documentation
 - c) Ensures all purchases are coded and approved correctly and have auditable supporting documentation
 - d) Ensures products/services are fully documented as received prior to payment
 - e) Assembles and verifies documentation provided to Accounting Specialist I/II for payment
 - f) Enters budgetary information into purchase order software
2. Accounts Payable
 - a) Enters invoice data into accounting software as assigned, submits to Accounting Specialist I/II position for approval
 - b) Additional accounts payable duties as assigned
3. Other Accounting duties
 - a) Quarterly Diesel Fuel Report and Timber Tax filing; annual Sales Tax with California Department of Taxes and Fees Administration (CDTFA)
 - b) Assists with records retention/destruction, following established policy
 - c) Provides support for Business Manager during annual financial audit as assigned

4. **Back-up to Accounting Tech I Position as needed:**

- A. Retail Utility Billing, all aspects
- B. Customer Service
- C. Telephone coverage, interacting with the public

5. **Other Duties**

- A. Provides general administrative support:
 1. Maintain database for Ruth Lake Lease Lots
 - a) Record improvement requests and District responses in a timely manner
 - b) Record lease transfers and annual inspection and photos
 - c) Provide documentation to Business Manager and General Manager as needed
 2. Assists the General Manager, Superintendent, and Business Manager in Emergency Operations Center (EOC) activities or other emergency events
 3. Research, gather, and organize information from District records or other sources as assigned
 4. Prepare routine correspondence and reports
 5. Provide back-up and perform duties of the Executive Assistant/Board Secretary position as assigned

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

1) Office skills and abilities

- A. Able to use telephone, computer, copier, fax, scanner, and postage machine
- B. Office methods and procedures, including filing, record keeping and reporting systems
- C. Able to use computer software such as word processing, database and spreadsheet applications
- D. Able to input and retrieve data, produce letters, reports, graphs and spreadsheets

2) Communication skills and abilities

- A. Ability to deal intelligently, tactfully, and courteously with customers, the public and District staff
- B. Work cooperatively and communicate well with others - both verbally and in writing;
- C. Understand and carry out oral and written directions
- D. Strong verbal communication skills, including reception and telephone skills
- E. Written communication skills including the use of proper English, spelling, grammar and punctuation, and an ability to compose routine correspondence

3) Technical skills and abilities

- A. Think critically to address human resource and accounting support tasks
- B. Basic arithmetic skills
- C. Utility billing system or related experience.
- D. Basic bookkeeping and/or accounting experience

REQUIRED TRAINING AND EXPERIENCE:

- A. Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be: High school diploma or GED, Community College, technical or other course work relevant for position
- B. Two-to-three years of experience in customer service, office administration or accounting/human resources support functions sufficient to demonstrate the ability to perform the required duties and work in an independent manner

SPECIAL REQUIREMENTS & ESSENTIAL PHYSICAL ABILITIES

- A. Possession of a valid California's Driver's license
 - 1. Must be able to operate a motor vehicle
 - 2. Proof of a good driving record, free from multiple or serious violations or accidents, and in accordance with any standards of the District's insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of employment.
- B. Must be able to qualify for fiduciary bonding
- C. Must be available to work evenings, weekends, or holidays in the event of an emergency or other significant operational requirement.
- D. Individuals selected for appointment to this position must pass a pre-employment medical examination which the District pays for. Because this position is **not** considered "safety sensitive" in nature, the person selected for appointment to this position will not be required to have a pre-employment drug screening. The medical examination is intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.
- E. Must be able to sit for extended periods of time
- F. Must be able to perform minor physical activities which involve bending, lifting and reaching;