



Midpeninsula Regional Open Space District

SENIOR FINANCE AND ACCOUNTING TECHNICIAN

DEFINITION

Under direct or general supervision, performs a variety of difficult and complex technical duties in assigned function(s) including finance, accounting, budget, grants administration, and/or procurement, as well as provides office administrative and clerical support of assigned management, professional, and supervisory staff, including planning, organizing, and overseeing the operations and functions of the assigned area(s); coordinates assigned programs, projects, and services with other District departments, divisions, and outside and performs related work as required

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general direction from assigned supervisory and managerial staff. Exercises no direct supervision over staff. May provide technical and functional direction to assigned administrative support staff or temporary staff.

CLASS CHARACTERISTICS

This is the advanced journey-level classification. Incumbents perform the full range of technical work in one or more of the following areas: general accounting and auditing, accounts payable, accounts receivable, payroll, grants administration, procurement, and related areas, in addition to performing a variety of record keeping, reconciliation, and administrative and clerical support activities. Incumbents perform the most difficult and complex types of duties assigned to the class series, exercising a high level of independent judgment and initiative. Incumbents perform a wide variety of specialized technical and administrative support work for management, professional, and supervisory staff. Incumbents are required to be fully trained in all procedures related to the assigned functional area. Responsibilities require the frequent use of tact, discretion, and independent judgment as well as knowledge of departmental and District activities. The work requires the interpretation and application of policies, procedures, and regulations, as well as performing various research and support functions. This class is distinguished from the Accountant in that the latter is a professional level requiring completion of a four-year degree and is responsible for organizing and overseeing day-to-day activities and operations of the accounting and payroll operations and programs. May focus on a combination of duties in both functions.

EXAMPLES OF ESSENTIAL FUNCTIONS *(Illustrative Only)*

Management reserves the right to add, modifies, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Examples of Accounting function:

- Assists in the preparation of journal entries and reconciles general ledger and subsidiary accounts related to postings from payroll, accounts payable, and accounts receivable; assists in preparing monthly financial statements, including distributing monthly revenue and expenditure reports to departments; assists in gathering data and preparing monthly financial and statistical reports.
- Reconciles expenditure and revenue accounts, including land acquisition worksheets, capital assets, and long-term debt funds; verifies availability of funds and classification of expenditures; researches transactions to resolve problems; processes appropriation transfer requests between accounts; reconciles bank statements to the general ledger; prepares graphs and schedules as needed.
- Sets up and maintains chart of accounts.
- Provides technical assistance to the Accountant in preparation of the year -end audit; ensures availability and accuracy of required reports and documentation; sends out notifications to appropriate parties.
- Assists in preparing a wide variety of financial reports and statements.
- Assists in processing debt service obligations, including creating payment schedule, paying annual obligations, posting interest on bonds and notes from statements, updating liability balance, and posting journal entries.

Examples of Budgeting function:

- Responsible for the day-to-day finance and budget tracking for assigned departments.
- Prepares budget reports detailing project budgets and balances. Prepares journal entries and maintains the general ledger and subsidiary ledger.
- Assists in the performance of year-end review of accounts.
- Assists in the preparation of adjusting and closing entries and preparation of year-end financial statements.
- Assists in the preparation of the assigned department's mid-year and year end budget review.
- Collects and compiles material for review and analysis; provides recommendations for changes in programs, policies, or procedures to improve efficiency and cost effectiveness of operations.
- Coordinates and participates in the preparation of department budget; monitors budget expenditures and revenues; initiates department purchases for office supplies and other items as assigned.
- Performs other financial and accounting related duties, including receiving payments and reconciling them with purchasing orders, tracking vendor and invoice information, assisting with bid requests, price quotes, purchase and expenditure requests, and purchase orders.

Examples of Grants function:

- Responsible for maintaining and tracking grant budget and grants database.
- Prepares grant reimbursement requests and tracks ongoing grant deadlines.
- Reviews and tracks grantee reimbursement requests.
- Compiles and collects information on new grant opportunities to provide recommendations as to whether to pursue funding.
- Assists in writing grant proposals and obtaining project-related information from various departments.
- Tracks and monitors ongoing grant-related contracts.
- Monitors compliance with grant agreement and liaises with other departments to communicate grant-related requirements.
- Provides administrative support to grants department as needed, including processing invoices, scheduling meetings, and following up on requests for information.
- Assists in managing grants-related internal data-sharing systems.

Examples of Procurement function:

- Makes purchases by agreement, contract, or purchase order using the enterprise resource planning system (ERP) for all District departments at the proper price, quantity, quality, and time, from the appropriate source (vendor) and compliant to established regulations and guidelines.
- Supports department staff and vendors in clarifying purchasing information, responding to inquiries, and/or resolving discrepancies or problems as necessary.
- Enters, edits, retrieves, tracks, and monitors a variety of procurement data and activity.
- Develops, and/or prepares correspondence, reports, and records including vendor profiles and lists using word processing and database software programs.
- Assists in managing sourcing and solicitations through online tool.
- Contacts vendors; supports price and term negotiations; and supports source selection process.
- Prepares, compiles, and maintains bid documentation, quotations, proposals, and distributes as needed.
- Surveys markets for best source or new supply sources. Contacts potential suppliers, supports negotiations for most favorable proposals, maintain relations, and interface with vendors.
- Assists in reviewing specification requirements based on the type of purchase.
- Provides administrative support to procurement department as needed, on a variety of procurement related activities.
- Schedules, attends, and participates in meetings and related activities as assigned.

Additional Essential Functions may include:

- Relieves district staff of a variety of administrative details by assisting with duties of an advanced, complex, and sensitive nature; plans, organizes, and carries out administrative assignments and special projects; recommending improvements in work flow, procedures, and use of equipment and forms.
- Assists in a variety of department and program operations; coordinates, oversees, monitors, and participates in special projects, assignments, staff and/or community events, and activities as assigned; maintains control files on matters in progress and expedites their completion; serves on committees as assigned.
- Organizes and carries out administrative assignments; researches, compiles, and organizes information and data from various sources on a variety of specialized topics related to programs in assigned area; checks and tabulates standard mathematical or statistical data; prepares and assembles reports, manuals, articles, announcements, and other informational materials.
- Develops, composes, types, edits, and proofreads a variety of complex documents, including forms, memos, administrative, statistical, financial, and staff reports, and correspondence for department Manager and staff from rough draft, dictation equipment, handwritten copy, verbal instructions, or from other material; inputs and retrieves data and text using a computer terminal; checks draft documents for punctuation, spelling, and grammar; makes or suggests corrections to drafts.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files.
- Designs and implements file, index, tracking, and record-keeping systems.
- Prepares and processes reports, forms, and records, such as District Board agenda items, requests for proposals, bid packages, contracts and agreements, reimbursement requests, and organizational charts.
- Coordinates and integrates department services and activities with other agencies and District departments.
- May serve as administrative support to a board, commission, or special task force; provides a variety of support to District boards, committees, and task forces, including coordinating and scheduling meetings, appointments, and speaking engagements; reserving meeting rooms; maintaining reports; compiling and distributing agenda packets; attending meetings; formatting and distributing minutes; and following-up on decisions as required.

- May train assigned subordinates to ensure office work flow is maintained and office goals are met; assigns work according to changes in workload priorities; evaluates office and administrative functions to recommend changes in office procedures; may evaluate the work of staff.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles, practices, and methods of related to the duties of the assigned function(s), and their application to District operations.
- Business arithmetic and financial and statistical techniques.
- Computerized systems and software related to the processes of the assigned function(s).
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Modern office practices, methods, computer equipment, and computer applications related to work, including word processing and spreadsheet applications.
- Practices and methods of office management and administration, including the use of standard office equipment.
- Principles and practices of data collection and report preparation.
- Organization and function of public agencies, including the role of an elected District Board and appointed boards and commission.
- Business letter writing and the standard format for reports and correspondence.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and District staff.

Ability to:

- Perform detailed and technical work accurately and in a timely manner.
- Assist in preparing clear, complete and concise statements and reports.
- Accurately prepare, review, reconcile, and maintain various complex records.
- Maintain confidentiality and be discreet in handling and processing confidential information and data.
- Participate in the preparation of department budget, including gathering data related to expenditures and projected charges and monitoring budget expenditures and revenues.
- Interpret, apply, explain and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures.
- Make accurate arithmetic, financial, and statistical computations.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Compose correspondence and reports independently or from brief instructions.
- Understand and carry out complex oral and written directions
- Research, analyze, and summarize data and prepare accurate and logical written reports.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines.
- Perform responsible administrative support work with accuracy, speed, and general supervision.
- Train, plan, organize, schedule, assign, review, and evaluate the work of assigned staff.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Operate modern office equipment, including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.

- Provide varied and responsible office administrative work requiring the use of tact and discretion.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to the completion of the twelfth (12th) grade supplemented by college-level coursework in accounting or finance and five (5) years of experience in the maintenance of financial and accounting records, bookkeeping, budgeting, grants support, procurement support, or financial support experience.

Licenses and Certifications:

- Possession of a valid California Driver's License.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle, and to visit various District an meeting sites: vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be 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 occasionally bend, stoop, kneel, reach, 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 weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, 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.

EFFECTIVE: September 2015
REVISED: July 3, 2019
FLSA: Non-Exempt