



**JOINT POWERS
AUTHORITY**

Invites your interest for the position of

Accounting Technician III

Salary Range: \$59,273 - \$86,441



THE OPPORTUNITY

Under general supervision of the Director of Finance and Administration, the Accounting Technician Series performs timely and accurate accounting and internal financial control duties associated with accounts payable, accounts receivable, purchasing, payroll, and related duties as assigned.

This position is expected to interact successfully in a team environment and work independently with a clear understanding of goals and objectives in alignment with the agency's vision and mission. Confidentiality on all matters is essential.

Job Functions

- ◆ **Supports the Director of Finance and Administration in carrying out agency's mission and vision**
- ◆ **Review, analyze, and process full cycle of accounts payable, petty cash, payroll, journal entries, and other related duties ensuring completeness and accuracy**
- ◆ **Prepare, process and distribute a variety of checks related to payroll, pension distribution, taxes, related accounts payable remittances, and reporting**
- ◆ **Process and reconcile general ledger accounts**
- ◆ **Assist with year-end closing processes**
- ◆ **Compile data and prepare reports for preparation of operating and capital budgets and the annual independent financial audit**
- ◆ **Research and answer employee and departments' inquiries regarding payroll, reimbursements, and the status of accounts and payments, including proper transaction coding and related matters**
- ◆ **Maintain vendor files to ensure compliance with the state and federal reporting requirements**
- ◆ **Knowledge of federal and state laws, rules, regulations, and ordinances pertaining to assigned tasks**
- ◆ **Perform record management duties**
- ◆ **Keeps all matters confidential**
- ◆ **Other duties as assigned**

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Phone: (760) 753-6203

Requirements

- ◆ Generally Accepted Accounting Principals and practices including payroll processing, purchasing, accounts payable, recording, balancing, and reconciling transactions
- ◆ Research and analytical methods
- ◆ Understanding of and experience with computer and accounting software uses in financial management; and extensive involvement with processing accounts payable, accounts receivable and payroll
- ◆ Ability to understand and follow directions and complete assignments with minimum supervision
- ◆ Highly organized with the ability to prioritize and execute tasks
- ◆ Coachable and possesses growth-mindset
- ◆ Diverse thinker and open to positive and negative feedback
- ◆ Ability to work both independently and as part of a team
- ◆ Ability to interact with the public, vendors, and other employees in a courteous, tactful and diplomatic manner
- ◆ Knowledge of correct English usage, grammar spelling, vocabulary and punctuation and a general knowledge of business correspondence
- ◆ Ability to type, format and print documents such as letters, memos, reports, graphs, tables, etc., using Microsoft Office and other Windows applications
- ◆ Ability to perform complex arithmetical computations requiring a general understanding of and experience with computer uses in the operation and maintenance of financial and administrative management functions
- ◆ Ability to learn, interpret and apply administrative and departmental policies and remain within SEJPA guidelines
- ◆ Ability to establish and maintain cooperative working relationships in order to foster a team approach
- ◆ Possession of a valid California Class C Driver's License

Education and other Qualifications

Bachelor's degree or equivalent from an accredited college or university in Accounting, Finance, Public/Business Administration, or a related field is required and five years of increasingly responsible accounting experience OR any equivalent combination of education and experience which provides the required knowledge, skills, and abilities. College degree may be substituted with adequate level of competency in required duties, upon hiring manager's discretion. Government experience is a plus.

Benefits

SEJPA offers a generous and competitive benefits package including:

Health Insurance: SEJPA contributes toward its employees and their dependents health, dental, and vision care plans. The health care plans are in compliance with California Public Employees' Medical and Hospital Care Act.

Life and AD&D Insurance: SEJPA provides life insurance for its employees. This amount of coverage is equal to an employee's annual salary rounded up in increments of \$1,000.

Retirement: CalPERS formula, either CalPERS 2.0% at 62 or CalPERS 2.0% at 60, depending on individual eligibility.

Vacation Leave: Employees accrue annual vacation leave based on years of continuous service. Employees earn hours up to 104 hours in the 1st year, and increasing to 128 hours in the 5th year, and 152 hours in the 11th year.

APPLICATION PROCESS

To apply for this opportunity, please visit www.sejpa.org to download and complete an application. Please send a cover letter, resumé, and signed application by email to Amy Chang at changa@sejpa.org. Questions regarding this opportunity, can also be sent by email to Amy Chang. Application deadline is June 18, 2021 at 5:00 pm, with interviews starting the week of June 21, 2021.

