

ACCOUNTING TECHNICIAN I

APPLY HERE:

www.sejpa.org/work-with-us

**ANTICIPATED STARTING SALARY \$22 PER HOUR
(POSITION SALARY RANGE \$45,574 - \$67,153)**

San Elijo Joint Power Authority is seeking a motivated, detail-oriented, analytical problem solver to execute accounts payable and undertake various administrative tasks, such as front desk services and coordination of team meetings. The Accounting Technician I position will support the Director of Finance and Administration in carrying out the agency's mission and vision.

**MINIMUM
REQUIREMENTS:**

- 1 year of experience in Accounts Payable.
- Bachelor's degree in Accounting, Finance, Public/Business Admin, or a related field preferred.
- A degree may be substituted with adequate level of competency in required duties.
- Government experience desired.



APPLICATION PROCESS:

To apply for this opportunity, visit www.sejpa.org/work-with-us to download and complete an application. Send a cover letter, resumé, and signed application by email to Abigail Schlenk at schlenka@sejpa.org. Candidates are encouraged to apply immediately as this recruitment will close once a sufficiently strong candidate pool has been established.

SAN ELIJO JOINT POWERS AUTHORITY (SEJPA)

ACCOUNTING TECHNICIAN I

Department: Administration	Accountable to: Director of Finance and Administration	FLSA Status: Non-Exempt
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DEFINITION

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.

SUPERVISION EXERCISED

Exercises no supervision over other employees.

ESSENTIAL JOB FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The exact duties performed will depend on the needs of the SEJPA.

- Support the Director of Finance and Administration in carrying out agency's mission and vision.
- Execute a comprehensive range of accounting tasks, including accounts payable, petty cash, payroll, journal entries, ensuring accuracy and completeness.
- Process and distribute various checks related to payroll, pension distribution, taxes, accounts payable remittances, and reporting.
- Support the reconciliation of general ledger accounts and contribute to year-end closing processes.
- Compile data and generate reports for operating and capital budgets, as well as the annual independent financial audit.
- Address employee and department inquiries regarding payroll, reimbursements, accounts, and payments, including transaction coding.
- Maintain vendor files to adhere to state and federal reporting requirements.
- Demonstrate knowledge of federal and state laws, rules, regulations, and ordinances relevant to assigned tasks.
- Manage records, ensuring effective recordkeeping practices.
- Undertake various administrative tasks, including front desk services and coordination of team meetings.

- Uphold confidentiality in all matters.
- Perform additional duties as assigned based on the evolving needs of SEJPA.

SPECIFIC TYPES OF KNOWLEDGE, SKILLS AND PHYSICAL ABILITIES REQUIRED FOR THESE ESSENTIAL JOB FUNCTIONS

- Proficient in generally accepted accounting principles (GAAP) for payroll processing, purchasing, accounts payable, and transaction recording, balancing, and reconciliation.
- Skilled in research and analytical methods, demonstrating a systematic approach to problem-solving.
- Experience with computer and accounting software for financial management, including hands-on involvement in processing accounts payable, accounts receivable, and payroll.
- Self-directed with the ability to follow directions and complete assignments independently.
- Highly organized, adept at task prioritization, and efficient task execution.
- Coachable with a growth mindset, open to feedback for continuous improvement.
- Adaptable team player comfortable working independently and collaboratively.
- Excellent interpersonal skills, capable of interacting courteously and diplomatically with the public, vendors, and colleagues.
- Proficient in correct English usage, grammar, spelling, and business correspondence.
- Strong typing skills and proficiency in Microsoft Office and other Windows applications for document creation and formatting.
- Ability to perform complex arithmetical computations, leveraging computer skills for financial and administrative management functions.
- Quick learner, capable of interpreting and applying administrative policies within SEJPA guidelines.
- Effective at establishing and maintaining cooperative working relationships, fostering a team-oriented approach.

EDUCATION REQUIREMENTS

- One year of increasingly responsible accounting experience in the area of the job tasks assigned.
- Bachelor's degree or equivalent from an accredited college or university in Accounting, Finance, Public/Business Administration, or a related field is preferred.
- College degree may be substituted with adequate level of competency in required duties, upon hiring manager's discretion.
- Government experience is a plus.

LICENSE/CERTIFICATION REQUIREMENTS

Possession of a valid California Class C Driver's License and insured in accordance with at least minimum coverage and liability standards established by the State of California. Failure to

maintain a valid Driver's License, liability insurance, and the ability to be insured under the SEJPA's automobile insurance carrier constitutes possible cause for termination.

PHYSICAL AND MENTAL DEMANDS/WORKING CONDITIONS

Physical Demands:

While performing the duties of this position, the employee is regularly required to walk, talk or hear by telephone and in person; smell; use hands and fingers to handle, feel or operate objects, tools, or controls; reach and lift with hands or arms.

Specific vision abilities required by this job include close vision, distance vision, the ability to distinguish colors and shapes, depth perception, and the ability to adjust focus that enables candidate to perceive and accurately read and interpret written letters, words and objects.

Mental Demands:

While performing the duties of this position, employees are regularly required to use oral and written communication skills, read and accurately interpret documents, pictures or instructions; work under changing, intensive deadlines with constant interruptions; and perform multiple concurrent tasks with minimal error.

Work Environment:

The employee will typically work in office conditions. The noise level will vary from quiet to moderately loud.

QUALIFICATIONS

Ability to pass SEJPA's pre-employment physical examination; and the ability to read, write, speak and comprehend English.

RIGHT TO WORK

Documentation of eligibility to work in the United States will be required as a condition of employment.

To perform this job successfully, the employee must be able to perform each essential duty satisfactorily. To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the SEJPA will make a good faith effort to provide reasonable accommodations for the known physical or mental limitations of an otherwise qualified employee with a disability, unless undue hardship would result to the SEJPA. To request such an accommodation, please refer to the SEJPA employee handbook.

The list of essential job duties contained in this job description is not exhaustive, and may be supplemented as necessary. This position performs other related duties as assigned that may become essential to the position.

The San Elijo Joint Powers Authority does not discriminate against any applicant for employment on the basis of race, religious creed (which includes religious dress and grooming practices), color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related conditions), gender, gender identity, gender expression, age, sexual orientation, military or veteran status, or any other consideration made unlawful by federal, state or local laws, ordinances, or regulations.

Updated: November 2023