

Central Marin Sanitation Agency
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PERSONNEL AND ACCOUNTING TECHNICIAN (CONFIDENTIAL)

SUMMARY

Under general supervision from the Administrative Services Manager, this position will perform technical work in the areas of personnel file management, benefits administration, payroll processing and administration, and general accounting and budgeting activities in a centralized setting. In addition, this position will have access and be privy to decisions of the General Manager and Administrative Services Manager that affect labor relations, including their decisions as Agency representatives in the meet and confer process with recognized employee organizations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties may include but are not limited to the following:

Personnel

- Assist with administration of employee insurance and other benefit programs; enroll employees, explain benefits and follow-up on enrollment and eligibility issues.
- Assist with maintenance of employee personnel, medical, and Workers' Compensation files.
- Prepare annual employee enrollments in Agency IRS Section 125 Reimbursement Accounts for Health and Dependent Care.
- Compile and verify salary data and prepare spreadsheets and tables at the request of the General Manager and/or Administrative Services Manager that relate to labor relations issues, including bargaining proposals, costing and strategy.

Payroll and Benefits Processing

- Review timesheets and other payroll records for completeness and accuracy for payroll processing.
- Reconcile payroll deductions and prepare payments to federal and state tax agencies, CalPERS, union dues, and deferred compensation plans.
- Review employee benefits enrollment and prepare payments to benefit providers.
- Prepare periodic earnings reports for submission to appropriate agencies and annual W-2 statements for employees.
- Prepare calculations and issue payroll checks for merit evaluations.
- Maintain employment, payroll, and benefits information in the financial system.
- Prepare payroll withholdings and process court-ordered payments.
- Process monthly payments to retirees for health plan reimbursements.
- Process reimbursement payments from employee medical reimbursement accounts.
- Administer State Disability Insurance and Workers' Compensation integration in accordance with the state statutes and Agency policies.
- Assist employees with completing forms for benefits enrollment, tax withholding and health benefit reimbursements; answer any questions employees may have regarding paychecks.

Accounting

- Maintain daily cash balances for Agency bank accounts, process bank deposits and process fund transfers between accounts as directed by the Administrative Services Manager.
- Prepare monthly Disbursement Report.
- Process accounts payable: review invoices for approval and receipt of delivery; produce vendor payments and prepare annual 1099 statements for contractors.
- Process accounts receivable, record payments and follow-up on overdue accounts.
- Prepare invoices for the Agency's services and contract work.
- Assist in maintaining the general ledger, including control and subsidiary ledgers.
- Reconcile payroll, accounts payable and accounts receivable ledgers.

General Duties and Responsibilities

- Assist with general office support work: public interface, answer phone calls, sort and distribute incoming mail and deliveries, coordinate activities among on-site, off-site personnel by use of two-way radio.
- Assist in the monthly preparation and distribution of CMSA Board agenda packets to Commission members and other interested parties.
- Follow the Agency's documented Policies and Procedures.
- Maintain accurate records and files.
- Conduct and participate in special projects as required.
- Use of various computer applications and software in support of finance, accounting and payroll activities.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION

Equivalent to completion of two years of college (60 semester or 90 quarter units) with major coursework in accounting, bookkeeping or a field related to the work or three years of accounting or financial office support experience. Additional experience as outlined above may be substituted for the education on a year for year basis. Education or experience in using automated accounting systems and spreadsheets is highly desirable.

EXPERIENCE

Minimum of two years of relevant work experience with the Agency or three years of professional experience in payroll administration, accounting or a closely related field. Experience in a public agency is desirable.

INTERPERSONAL SKILLS

Ability to interact with others (co-workers, supervisors, customers, vendors, and members of the public) in a professional manner; to accept constructive criticism from supervisors, peers; to recognize the need for, and to seek assistance or clarification as needed; to work independently; to handle work-related stress in a professional manner; to prioritize assignments and meet deadlines; to be punctual and reliable with attendance.

Ability to maintain a high level of integrity and confidentiality when privy to, and/or dealing with management or employees on sensitive personnel, pay, or benefit issues.

LANGUAGE SKILLS

Ability to read and interpret general business and technical procedures, governmental regulations, and financial reports. Ability to use correct business English, including spelling, grammar and punctuation in writing routine correspondences and procedures. Ability to effectively present information and respond to questions from other employees, management, customers, vendors and members of the public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to apply mathematical concepts such as discounts, interest, fractions, percentages, ratios, and proportions to financial situations.

REASONING ABILITY

Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to solve practical problems and deal with a variety of concrete variables in mathematical or diagram forms. Ability to research, interpret, apply and explain applicable laws, codes and regulations.

CERTIFICATES, LICENSES, REGISTRATIONS

No certificates, licenses, or registrations are required for this position.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to use hands and fingers, handle or feel, talk and hear in person, on the telephone, and over the radio. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds to shoulder height.

Specific vision ability required by this job include: close vision and distance vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate and typical of a business office with computers and printers operating.

SPECIAL REQUIREMENTS

There are no special requirements for this job.

RIGHT TO WORK DOCUMENTATION

Before being hired, all new employees will be required to show documentation as proof of authorization to work in the United States.

Job Title: Personnel and Accounting Technician (Confidential)
Department: Administration
Reports To: Administrative Services Manager
FLSA Status: Non-exempt
Revision Dates: September 2010, July 2015