



## **CAMBRIA COMMUNITY SERVICES DISTRICT**

### **POSITION SPECIFICATION**

<b>Position</b>	Administrative Technician IV – Payroll, Benefits, Accounts Receivable & Utility Billing
<b>Organization</b>	Cambria Community Services District
<b>Location</b>	Cambria, California
<b>Reports to</b>	Administrative Department Manager
<b>Website</b>	<a href="http://www.cambriacsd.org">www.cambriacsd.org</a>

#### **ABOUT THE POSITION**

Under direction of the Administrative Department Manager, this position performs a variety of accounting, utility billing, payroll/benefits, and financial duties in accordance with District policies and procedures. Handles the utility billing system, maintains the billing master file records and collection procedures related to utility billing. Additional duties include: performs responsible and complex payroll computational accounting and clerical work in preparation of payroll; assists and advises in the formulation, installation and revision of payroll record keeping procedures; verifies the accuracy of journal and ledger postings and makes adjusting entries when necessary; keeps and maintains a variety of records, journals, ledgers and reports; prepares and/or audits bank reconciliations; processes related journal entries and performs related work as required.

This is a position within the Service Employees International Union (SEIU) employee group.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Utilizes specialized computer software for both the utility billing system and the parcel management system.
- Maintains the utility billing system, prepares utility bills and current schedules.
- Periodically update water and sewer rates in the utility billing system.
- Audits cash.
- Performs Accounts Receivable functions; processing miscellaneous payments received in all forms.
- Assists with the assessment programs; Fire Suppression Benefit Assessment, Fire Hazard Fuel Reduction Program and Water and Wastewater Standby or Availability Charges.
- Performs research and prepares reports for District management and the Board of Directors.
- Perform a variety of computerized accounting duties including, but not limited to, payroll and benefits programs including retirement and health.
- Prepare and process regular and supplemental payroll for all employee groups; performs complex payroll calculations; audits personnel action forms (PAFs) and records changes;

prepares vacation and sick leave notices; maintains employee vacation and sick leave accruals in a spreadsheet; audits, corrects and balances payroll and a variety of reports.

- Generate computer reports necessary to verify data entered, calculate withholdings; prepare third party payments and respond to all questions regarding payroll.
- Compiles data, calculates complex retroactive salaries per negotiated contracts; determines, analyzes, and adjusts annual retirement contributions and coding; implements and balances data to produce retroactive warrants in addition to normal payroll production.
- Calculates garnishments in accordance with regulations; processes deductions and disburse payment bi-weekly, verifies and enters voluntary payroll deductions for disbursement on a bi-weekly basis.
- Develops and maintains complex payroll spreadsheets; compiles, analyzes, calculates and audits information from all relevant forms; process adjustments, codes and enters information into the payroll system to produce warrants; coordinates and administers employee hours/days tracking programs and researches and resolves discrepancies. Verify for accuracy and enter cash reports into the accounting system.
- Prepare and/or audit bank reconciliations, process related journal entries.
- Participates and assists in the preparation of comprehensive reports, assists with the annual District budget preparation.
- Identifies legal requirements for accuracy affecting payroll functions, administer the salary and benefits, maintaining the files and records that are relevant to the payroll function.
- Prepares periodic statistical and financial reports and records insuring proper classification and distribution of budgeting and cost accounting data.
- Verifies the accuracy of journal and ledger postings and makes adjusting entries when necessary; keeps and maintains a variety of records, journals, ledgers and reports.
- Interacts with all levels of management, all vendors, employees, group insurance carriers, and medical and dental care providers.
- Explains policies and procedures related to payroll accounting and may advise staff on technical aspects of the payroll system.
- Ensures that complete and auditable documentation is maintained in employee payroll files.
- Develops draft written communications informing appropriate District staff of payroll matters.
- Works with District personnel in timekeeping procedures, cut-off dates, and related matters.
- Maintains controls for balancing of state and federal taxes, voluntary deductions, CalPERS, unemployment insurance and related matters and files reports as necessary.
- Receives and process unemployment claims.
- Maintains and audits retirement contributions for the CalPERS Retirement system and ICMA 457 plan; completes and processes enrollment and termination forms for submission to CalPERS.
- Completes forms: W-2 & W-3, 1099 and 1096 (annually) including reconciling and coordinates processing of all W-2's for the purpose of providing employees with accurate salary documentation and calculating, preparing, and filing 1099 forms.
- Periodically/annually update water and sewer rates in the utility billing system.
- Establishes new accounts, closes inactive accounts and maintains website billing forms.
- Produces grand total final billing reports for website.
- Assists in preparing analysis and data for regulatory water/wastewater reports.
- Assists in providing data for other entities such as LIHWAP.
- Trains/backup lien procedures and collection processes.
- Trains/backup all walk-in payments, waitlist, tenant deposits, and building/remodel deposits.
- Processes annual program mailers in house and coordinates data for vendors.
- Performs accounts receivable functions.
- Performs analysis and research as needed for the Finance Manager.
- Performs all billing adjustments and payment returns/NSF's.
- Leads district's water modification program.
- Assists with escalated utility billing issues.

- Assists with creating and editing Laserfiche forms and processes.
- Translate forms and assist the public in Spanish; as needed.
- Acts as a back-up to Accounts Payable
- Daily post office and bank run back up.
- All other duties as assigned.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

### **Education/Training**

- High school diploma or equivalent. Additional specialized or college-level course work in secretarial science, office procedures, business administration, or a related field is desirable.

### **Experience and Requirements:**

- Five years of increasingly responsible clerical, secretarial, and office administrative support experience including two years of experience at a level comparable to an Administrative Technician III.
- Valid California Class C driver's license. Must maintain satisfactory DMV record and ability to maintain insurability.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.*

### **Environment:**

Work is performed primarily in a standard office setting with extensive public contact and frequent interruptions. The noise level in the work environment is quiet to moderate. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical:**

Positions in this class typically require: Prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data and using a computer keyboard to enter and retrieve data. Acute hearing is required when providing telephone and personal service. Ability to lift, drag, and push files, paper, and documents weighing up to 25 pounds is required.