



## **Principal Accounting Technician**

**Filing Deadline: 4:00 p.m., Wednesday, October 28, 2020**

**Salary Range: \$19.25-\$23.47 Hourly**

### **The Position:**

Under the direction of the Controller, the Principal Accounting Technician is the para-professional class in the Accounting Technician series. Utilizing a fund accounting system, work involves the most difficult and complex accounting duties which require the application of independent judgment to situations where standard procedures may not apply, and which may require giving lead direction to other clerical staff engaged in the performance of similar duties. Incumbents develop, maintain, and reconcile a complete set of department or division financial and statistical records, including fiscal, budgetary and accrual accounting; assist in the revision and application of cost accounting procedures.

### **Examples of Duties: (Include but are not limited to the following)**

Assists in the implementation and maintenance of cost accounting systems; compiles new data and develops formulas.

Develops, maintains and reconciles complex financial and statistical records, such as, journals, vouchers, ledgers, comparative income statements, depreciation schedules, asset listings, inventory, performance indicators, and budget estimates.

Audits appropriations expenditures and revenue print-outs; researches and resolves discrepancies; monitors budget expenditures and income received; prepares balance sheet. Verifies and keys data into a personal computer terminal.

Assists in the development of the department budget; projects total expenditures for current year and recommends amounts needed for the new budget.

Develops and maintains cash, invoice, disbursement and control accounts; accounts for monies, receipts; balances accounts and prepares routine reports.

Types requisitions, purchase orders, requests for payment, printing requisitions, progress payments and adjustment forms.

Obtains emergency purchase orders and processes for payment.

Receives and records cash payments; prepares daily cash reports and bank deposits. Performs related accounting duties as required.

Primary or backup to other Fiscal Department staff, processes and prepare payroll; verify information on Employee Personnel Activity Reports (PAR's) & attendance reports prepared by staff; verify pay status (vacation, sick, etc.); posts and balances payroll; reconfirms payroll balance and completes allocation; makes adjustments as appropriate.

Assist in preparing financial related reports for the Board.

**This job description is only a summary of typical functions, and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The duties, tasks, and responsibilities may differ from the above job descriptions, and other duties, as assigned, may be part of the job.**

**Qualifications:**

Bachelor degree in accounting or business administration and/or Associates degree in accounting plus a minimum of 4 years of experience working in an increasingly responsible accounting position involving the maintenance and development of complex accounting and recordkeeping systems.

**Knowledge Of:**

- The organization, regulations, terminology, procedures and operating details of the department to which assigned.
- Generally accepted accounting principles (GAAP) and practices of bookkeeping and governmental accounting (fund accounting) requirements.
- Fund Accounting
- Excel spreadsheets and formulas.

**Ability To:**

- Develop, maintain and reconcile complex financial and statistical records.
- Make operating decisions independently in accordance with departmental policies and procedures.
- Make mathematical computations quickly and accurately.
- Correlate and use a large volume of written, narrative, statistical and numerical data.
- Provide lead direction to others.
- Establish and maintain effective work relationships with those contacted in the performance of assigned duties.

A valid California driver's license is required.

## **Required Application Materials:**

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To be considered, applicants ***must submit***:

- Application Cover Letter
- MCWIC Application for Employment form
- Current Resume
- A Minimum of Two Professional Reference Letters (dated within 90 days of the date of your application submission)

Application materials are available from:

**Maiknue Vang, Deputy Director  
Madera County Workforce Investment Corporation  
2037 West Cleveland Ave  
Madera, CA 93637  
(559)662-4503, or by email at  
HR@maderaworkforce.org**

**A CalJOBS application cannot be substituted for the Madera County Workforce Investment Corporation application form. Application materials may be mailed, hand-delivered, or emailed and must be received prior to 4:00 p.m., Wednesday, October 28, 2020 to be considered. Completed applications should be submitted to the individual and address above. If emailing your application materials, please send them to HR@maderaworkforce.org.**

Complete application packages received by the deadline will be screened against the position qualifications. Only the most qualified applicants, based on the information provided in the application package, will be invited to participate in the oral panel interview (date to be determined). A background check will be required prior to beginning employment.

The Madera County Workforce Investment Corporation is an equal opportunity employer. All qualified individuals are encouraged to apply. Auxiliary aids and services are available, upon request, to individuals with disabilities.



**JOB TITLE: PRINCIPAL ACCOUNTING TECHNICIAN**

**SUMMARY:**

Under the direction of the Controller, the Principal Accounting Technician is the para-professional class in the Accounting Technician series. Utilizing a fund accounting system, work involves the most difficult and complex accounting duties which require the application of independent judgment to situations where standard procedures may not apply, and which may require giving lead direction to other clerical staff engaged in the performance of similar duties. Incumbents develop, maintain, and reconcile a complete set of department or division financial and statistical records, including fiscal, budgetary and accrual accounting; assist in the revision and application of cost accounting procedures.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES**

Assists in the implementation and maintenance of cost accounting systems; compiles new data and develops formulas.

Develops, maintains and reconciles complex financial and statistical records, such as, journals, vouchers, ledgers, comparative income statements, depreciation schedules, asset listings, inventory, performance indicators, and budget estimates.

Audits appropriations expenditures and revenue print-outs; researches and resolves discrepancies; monitors budget expenditures and income received; prepares balance sheet. Verifies and keys data into a personal computer terminal.

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Obtains emergency purchase orders and processes for payment.

Receives and records cash payments; prepares daily cash reports and bank deposits. Performs related accounting duties as required.

## **OTHER DUTIES:**

Primary or backup to other Fiscal Department staff, processes and prepare payroll; verify information on Employee Personnel Activity Reports (PAR's) & attendance reports prepared by staff; verify pay status (vacation, sick, etc.); posts and balances payroll; reconfirms payroll balance and completes allocation; makes adjustments as appropriate.

Assist in preparing financial related reports for the Board.

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## **KNOWLEDGE AND ABILITIES:**

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

### **KNOWLEDGE OF:**

- The organization, regulations, terminology, procedures and operating details of the department to which assigned.
- Generally accepted accounting principles (GAAP) and practices of bookkeeping and governmental accounting (fund accounting) requirements.
- Fund Accounting
- Excel spreadsheets and formulas.

### **SKILLS TO:**

- Operate modern office equipment including computer equipment.

### **ABILITY TO:**

- Develop, maintain and reconcile complex financial and statistical records.
- Make operating decisions independently in accordance with departmental policies and procedures.
- Make mathematical computations quickly and accurately.
- Correlate and use a large volume of written, narrative, statistical and numerical data.

- Provide lead direction to others.
- Establish and maintain effective work relationships with those contacted in the performance of assigned duties.

## **EDUCATION AND EXPERIENCE:**

### **EXPERIENCE:**

Bachelor's of Science degree in accounting or business administration and/or Associates degree in accounting plus minimum of 4 years of experience working in an increasingly responsible accounting position involving the maintenance and development of complex accounting and recordkeeping systems.

### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

### **WORKING CONDITIONS:**

**The physical demands and work environment characteristics described here are representative of those an employee will encounter when performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

### **ENVIRONMENT:**

Indoor office environment.

Travel both within and outside of the County for employment purposes.

### **PHYSICAL DEMANDS:**

Communicating to exchange information in person or on the telephone.

Sitting, standing, or walking for extended periods of time.

Operate a computer and effectively utilize a variety of software and on-line tools.

Reading a variety of materials.

Reaching with hands and arms or bending at the waist to retrieve documents/files.

Lifting or carrying up to 10 lbs.