



Northstar Community Services District
invites applications for the position of
Accounting Technician I

About the District

The Northstar Community Services District (NCS D) was founded in 1990 and provides services to the Northstar Community including Water, Sewer, Solid Waste, Roadway Surfacing, Snow Removal, Trails, Fire Protection, and Paramedics. In the Fall of 2015, the District acquired full ownership and operations of the Martis Valley Water System which serves Lahontan, Martis Camp, Schaffer's Mill, and Hopkins Village.

The NCS D operates under Government Code 61600, which permits the Community to select certain services to be provided and administrated locally with funds supplied through property taxes or user fees. The NCS D is governed by an elected Board composed of registered voters living within the Community, with certain actions under the control of the Placer County Board of Supervisors.

Basic Position Functions

Under the general supervision of the Director of Finance and Administration, the Accounting Technician I provides administrative support to District staff and is responsible for accounting duties of considerable difficulty and complexity that are required to accurately maintain journals, subsidiary ledgers, and other financial records.

Distinguishing Characteristics

- Ability to excel in a small agency setting and a desire to be a part of an effective team environment
- Awareness of the need to establish cooperative relationships with other District employees and departments
- Strong organization, communication, problem solving, and multi-tasking skills
- This position differs from the Accounting Technician II position in that the latter job classification requires a higher level of responsibility and independent performance with a broad-based and more in-depth understanding of applicable accounting standards, processes, and procedures in the preparation, maintenance, and reconciliation of District financial and accounting records.

Essential Duties/Responsibilities

- Accurately complete clerical accounting and bookkeeping tasks involving the processing, maintenance, and review of Accounts Payable, Accounts Receivable, Cash Receipts, and related functions
- Utilize financial software or spreadsheet applications to code, verify, and post accounting and financial data
- Receive, sort, review, and organize a variety of financial documents including bills, invoices, and payments
- Analyze (verify mathematical accuracy, authorization, use tax requirements, discounts, etc.) and process invoices for payment in accordance with District policies
- Prepare invoices; receive and account for payments and follow-up with customers to obtain delinquent payments; maintain related logs and records; prepare and process routine bank deposits
- Prepare and verify the accuracy of grant reimbursement claims
- Detect and resolve discrepancies, errors, and questions that come about through the normal scope of duties
- Assist with the annual audit and preparation of the annual Operating and Capital Budgets
- File Correspondence, Journal Entries, Paid Bills, and other supporting paperwork as required

- Perform a variety of administrative and clerical functions in support of District and department operations, including but not limited to assisting with the answering, screening, and directing of incoming calls; providing support for District initiatives, programs, and departments; and providing assistance and back-up coverage for admin staff as needed
- Assist in the processing of payroll (may perform payroll data entry or review, verify, and process payroll data)
- Respond to inquiries and provide information and assistance to internal and external sources as requested
- Perform other duties as assigned

Knowledge of

- Principles and practices of bookkeeping and entry-level accounting
- Principles and procedures of financial record keeping and reporting
- Arithmetic principles applied to financial record keeping
- Microsoft Office applications allowing for performance at an advanced level
- Springbrook software desired

Ability to

- Provide support to Administrative staff, other departments, District functions, and programs as required
- Maintain a variety of accurate, well-organized financial records in both electronic and paper formats
- Communicate clearly and concisely, both orally and in writing
- Type at a speed necessary for successful job performance
- Make mathematical calculations quickly and accurately
- Operate 10-key calculator by touch

Education/Experience*

Associate's degree or certificate of achievement in accounting, computer applications, or a related field from an accredited college or university and one (1) year experience maintaining financial records and systems (such as Accounts Payable, Accounts Receivable, Payroll, Cash Receipts, etc.). Previous local government, municipality, or Special District experience is desirable.

**Variations will be considered if they represent an equivalent combination of education, training, and experience that provide the necessary knowledge, skills, and abilities to meet the requirements of this job.*

• The Northstar Community Services District is an Equal Opportunity Employer •