

JOB DESCRIPTION

Coachella Valley Water District

Date: July 2016

TITLE: Accounting Technician I

SECTION: Warehouse

DEPARTMENT: Finance

SRN: A18

REPORTING RELATIONSHIP:

Reports to: Warehouse Supervisor

Supervises the following positions: Not Applicable

DEFINITION: Incumbents are responsible for receiving goods and materials and general office support for storekeeping operations. Duties may include reconciling discrepancies between orders with shipments, numeric record keeping, data entry related to materials and inventory, vendor contact, and customer service. Incumbents also perform general support related to time cards, data entry, answering telephones, customer service and filing.

ESSENTIAL FUNCTIONS:

1. Receives, unpacks, counts, and inspects equipment and materials to ensure accurate quantity of received materials; loads and unloads supplies and equipment from trucks; marks materials with stock numbers and places in proper storage areas; completes receiving reports for items delivered to the District, utilizing established procedures.
2. Processes a variety of routine paperwork, packing slips, labels, invoices, purchase orders, and/or forms and disseminates to appropriate individual(s).
3. Enters a variety of information related to goods received into applicable database and/or spreadsheet.
4. Reconciles computer-generated issue tickets against hand-written tickets and corrects identified errors.
5. Issues materials and equipment to authorized personnel.
6. Monitors applicable supplies; stocks and restocks supplies.
7. Assists District personnel concerning purchasing procedures, purchasing needs, complaints, and special problems.
8. Takes required steps to resolve delivery problems on inventory and non-inventory. May require meeting with vendors to accomplish and satisfy the needs of the District.

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ESSENTIAL FUNCTIONS (Cont.):

9. Completes weekly uniform count and reconciles current counts to previous counts. Notifies Purchasing/Accounting of discrepancies and researches reasons/solutions for discrepancies.
10. Assists new employees in determining appropriate uniform and jacket size, and processes information in database.
11. Performs general office support and other duties of a similar nature or level.

MINIMUM QUALIFICATIONS:

License or Certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

Experience: One year of related experience requiring attention to detail; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Knowledge of:

- Warehousing principles and procedures.
- Shipping and receiving principles and practices.
- Customer service principles.
- Safe work practices.
- Data entry techniques.
- Methods of inventory control.
- MSDS sheets and their importance.
- Microsoft Excel/Word

Abilities:

- Use a computer and related software applications.
- Provide excellent customer service.
- Reconcile data and information.
- Prepare routine reports.
- Operate a computer to enter and retrieve data.
- Communicate effectively both verbally and in writing.
- Make accurate arithmetic computations.
- Learn and identify a variety of quality types of material and equipment used by the District.
- Establish and maintain effective working relationships.
- Work independently using sound judgment.
- Keep accurate records.

Education: High School Diploma or G.E.D.

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PHYSICAL REQUIREMENTS:

1. Sits for prolonged periods of time.
2. Ability to operate a computer workstation and a ten-key calculator.
3. Positions in this class typically require: climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing and repetitive motions.
4. Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force occasionally, and/or in excess of 20 pounds of force constantly to move objects.
5. Driving: Light

See Human Resources for physical assessment form.