



# CENTRAL MARIN SANITATION AGENCY

## *An Exceptional Career Opportunity*

### Accounting Technician (Confidential)

#### THE OPPORTUNITY

Under general supervision from the Administrative Services Manager, this position will perform technical work in the areas of purchase processing, accounts payable, encumbrances, payroll, benefits administration, personnel file management, and general duties and responsibilities in a centralized setting. This is a confidential position with privy to labor relations decisions and meet and confer processes with employee groups.

**KEY RESPONSIBILITIES:** This position requires the ability to maintain a high level of integrity and confidentiality when dealing with sensitive and complex human resource issues. The Accounting Technician will perform an array of essential accounting, payroll, and personnel-related functions. The duties of the job include, but are not limited to:

- Performs purchase-related processing and accounts payable in a public agency using encumbrances for tracking. Manages documents in accordance with records retention policies.
- Performs in-house bi-weekly payroll for 47 employees and prepares payroll deduction remittances, benefit payments, and quarterly federal and state tax withholding reports. Prepares annual 1099 and W2 statements.
- Assists employees with completing forms for benefits enrollment, tax withholding, or benefit changes, and answers employee's questions.
- Assists with the maintenance of confidential employee personnel, medical, and Workers' Compensation files.
- Assists with general office support and public interface, such as telephone customer service, receipting payments for fees and invoices, processing mail and deliveries, and coordinating activities with on-site and off-site personnel by use of two-way radio.

#### EXPERIENCE & QUALIFICATIONS

**EDUCATION AND EXPERIENCE:** Equivalent of two years college with major coursework in accounting; or three years of accounting or financial office support experience. Experience using accounting systems and spreadsheets is highly desirable.







## IDEAL CANDIDATE

- Knowledge and/or experience performing accounts payable, purchase processing and maintenance, and payroll in a public agency.
- Will work with others in a professional manner and work independently.
- Maintain punctual attendance.
- Uphold integrity and confidentiality when dealing with sensitive and complex payroll and HR issues.
- Possess mathematical skills to add, subtract, multiply, and divide all units of measure.
- Ability to use reasoning to solve practical problems.



## COMPENSATION & BENEFITS

The monthly salary range is \$7,728 to \$9,393 depending on qualifications and experience. The job announcement for this position may be found at [www.cmsa.us/employment/open positions](http://www.cmsa.us/employment/open_positions). The job description for this position is available at [www.cmsa.us/employment/job descriptions](http://www.cmsa.us/employment/job_descriptions).

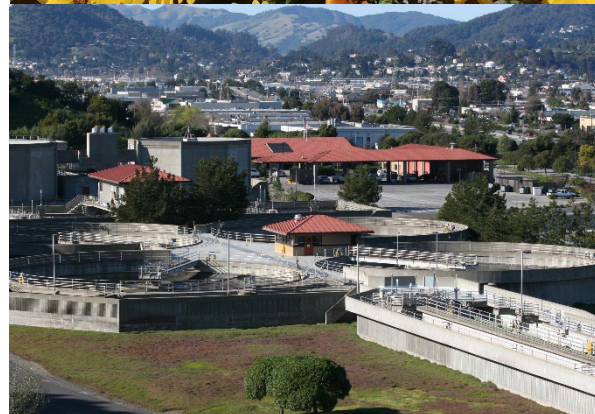
Employee benefits can be found on CMSA's website at [www.cmsa.us/employment/benefits](http://www.cmsa.us/employment/benefits).

## APPLICATION PROCESS

To apply for this opportunity, please submit a cover letter and resume to <https://koffassociates.com/accounting-technician/>.

If you have any questions regarding this opportunity, please contact \_\_\_\_\_ M at [\\_\\_\\_\\_\\_@ajg.com](mailto:_____@ajg.com) or at \_\_\_\_\_

**The deadline to apply is Friday, March 29, 2024.**



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