



## Accounting Technician

### Silicon Valley Clean Water

\$7,377.07 - \$9,886.93/month (\$42.56 - \$57.04/hour) Depending on qualifications & experience.  
Full-time benefited position

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#### SUMMARY

SVCW is seeking an exceptional Accounting Technician to join our Finance team. This individual will have a strong work ethic who values accuracy, productivity, and teamwork. This candidate will perform a wide variety of paraprofessional and technical accounting work; maintain financial records and process documents involving financial transactions specifically related to the accounts payable, accounts receivable, payroll, and fixed assets functions.

The most competitive candidate will possess the following traits:

- Attention to Detail: Skilled at maintaining accuracy and ensuring all details are meticulously handled and followed through.
- Strong Work Ethic: Demonstrates responsibility, reliability, and productivity to deliver excellence consistently.
- Effective Communication: Communicates clearly, both verbally and in writing.
- Organization and Prioritization: Capable of managing tasks and deadlines efficiently.
- Technological Proficiency: Comfortable navigating financial systems, payroll systems and digital tools, with a willingness to adopt new technologies.
- Problem-Solving Expertise: Proactive in identifying and resolving issues.
- Initiative & Discretion: Exercises independent judgment, tact, and discretion, particularly when handling confidential and sensitive information.

Every employee appointed to a position at SVCW shall serve at the will and pleasure of the appointing authority.

#### THE IDEAL CANDIDATE

##### Accounts Payable:

- Maintain accounts payable records, including vendor information, in financial systems.
- Ensure IRS Form W-9 and CA Form 590/587 records are accurate and complete.
- Review and process invoices, credit cards, and reports for accuracy and authorization.
- Enter and verify data to produce payment, prepare and mail payments, and file records.
- Reconcile vendor statement of accounts and investigate past due invoices.
- Prepare monthly, quarterly, and annual reports to state and federal regulatory agencies.
- Respond to vendor inquiries and resolve issues or requests.

##### Accounts Receivable:

- Prepare and distribute accounts receivable invoices and maintain records; attend to aging of invoices and notify customers of past due items.
- Record incoming payment receipts already logged by other staff.

##### Payroll:

- Input, verify, update and maintain employee payroll records.
- Assist in timecard reviews to ensure accuracy and completeness.
- Create and distribute payroll reports.
- Compute retroactive pay adjustments, payouts, and garnishments. Research payroll records to identify corrections and resolve as needed.

- Assist in biweekly updates to CalPERS payroll reporting requirements.
- Assist in the preparation of various governmental and specialized reports.

**Fixed Assets:**

- Enter fixed asset additions and disposal activity.

**Other:**

- Maintain pertinent financial files; prepare statistical reports.
- Retrieve financial record backup for reporting.
- Perform a variety of other duties as assigned.

### **Interpersonal Effectiveness**

Effectively work in a collaborative organization focused on continuous improvement; establish and maintain a positive customer service attitude and effective working relationships with internal and external customers; demonstrate strong two-way communication skills, including the ability to listen, explain and facilitate; ability to ask for input; offer help without being asked; accept suggestions; work with others to solve problems; and provide recognition and encouragement; ability to address co-workers needs; identify issues and concerns, explore solutions and implement improvements.

### **MINIMUM QUALIFICATIONS**

*Any combination of education and experience that demonstrates possession of the requisite knowledge, skills and abilities. A typical way to obtain these would be:*

- Associates degree or an equivalent certificate recognized by an accredited authority. Coursework in Accounting, Finance, or Business.
- Two (2) years of experience in a paraprofessional accounting position.

### **Certification and Licenses**

- Valid California Class C Driver's License and an acceptable driving record as defined by SVCW's Driving Eligibility Standards.

### **PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands and fingers to handle or feel; reach with hands and arms; and talk and hear in English. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works on a computer and with a video display. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually minimal.

### **PRE-EMPLOYMENT PROCEDURES**

The selection process may consist of an evaluation of the applicant's qualifications, appraisal board interview, written examination, practical exercise and/or internal Division interviews and reference check. Upon completion of the selection process, an offer of employment may be offered and will be conditionally based upon the successful completion of an employment and education verification, criminal background check, and a pre-employment medical exam.

You will be contacted regarding all phases of this recruitment via email, so please check your inbox for correspondence regarding next steps and results through the recruiting process. Please ensure that the email address on your application is correct and current before submitting your application.

### **HOW TO APPLY**

- Application, Supplemental Questions and Detailed Job Description can be found on the employment page at [www.svcw.org](http://www.svcw.org)

- Complete an SVCW online employment application.  
***A resume and cover letter will not be accepted in lieu of the Authority's application form.***
- Complete and upload Supplemental Questions.

#### **Filing Deadline**

**June 20, 2025, at 4:00 p.m.** We encourage qualified applicants to apply now. Applications received after the deadline will be returned.

#### **Application Screening and Panel Interview**

Possession of the minimum qualifications does not guarantee an invitation to the next step in the selection process. All candidate materials will be carefully evaluated and only those considered best qualified will be invited to the next step in the selection process.