



MERCED COUNTY  
COMMUNITY ACTION AGENCY  
1235W. Main St., Merced, CA 95340 • (209) 723-4565 • FAX (209) 723-1543  
MAILING ADDRESS: P.O. Box 2085, Merced, CA 95344-0085

Carole Roberds  
*Board Chairperson*

Brenda Callahan-  
Johnson  
*Executive Director*

## **JOB DESCRIPTION**

### **ACCOUNT TECHNICIAN – PART TIME** **ACCOUNTING DEPARTMENT**

#### **Overview:**

Under general supervision of the Controller, incumbents perform intermediate financial, statistical and accounting duties, generate and assist in the preparation of financial analyses and reports, and maintain computer based accounting records. This is a non-exempt position.

#### **Essential Functions:**

- Preparation and implementation of employee payroll, accounts payable and/or accounts receivable;
- Maintenance of payables, receivables, payroll, retirement and/or similar statistical records
- Assist in developing financial record keeping and/or accounting systems;
- Prepare technically difficult statistical and/or accounting reports from a variety of sources;
- Prepare grant expenditure claims and deposits;
- Balance accounts and research errors;
- Explain regulations and procedures to departments and answer inquiries using independent judgment;
- Maintain strict confidentiality of employer and employee records;
- Perform miscellaneous related tasks to support department and Agency goals.
- Other duties as assigned.

#### **Knowledge and Abilities:**

AA Degree in Accounting plus two years accounting experience. Applicable work experience may be considered in lieu of education.

Knowledge of the principles and methods of detailed financial record keeping;

Working knowledge of EXCEL spreadsheets and accounting databases;

Ability to explain and follow oral and written directions;

Ability to work independently and cooperatively with others.

Ability to maintain confidentiality of Agency and employee information;

Ability to perform the essential functions of this position;

Valid California driver's license, reliable transportation, good driving record and proof of minimum California vehicle insurance.

Ability to walk, stoop and bend as needed; ability to lift and carry up to 30 pounds occasionally and to sit up to 85% of scheduled working time.

#### **Preferred Experience:**

Minimum of three years working for a public agency with demonstrated ability in performing required job functions

**IT IS THE RESPONSIBILITY OF THE EMPLOYEE TO MAINTAIN  
THE REQUIRED KNOWLEDGE AND ABILITY FOR THIS POSITION**

**SALARY RANGE:** Step Range 59.4 - \$14.82 hourly; **PART TIME:** Up to 29 hours/week  
**JOB SITE** : MERCED ADMINISTRATION  
**APPLY AT** : MCCA, 1235 W. Main St., MERCED; **Application and Resume a must**  
**DEADLINE** : **Open Until Filled**

**COPIES OF TRANSCRIPTS, DEGREES AND/OR PERMITS MUST BE SUBMITTED WITH APPLICATION**