



# FINANCE TECHNICIAN



## THE POSITION

The Finance Technician is responsible for routine as well as a variety of complex and technical financial accounting duties requiring a thorough knowledge of general accounting principles, functions, procedures, and systems. Provides technical and analytical accounting support related to accounts payable, accounts receivable, payroll, general ledger, parcel, project accounting, fixed assets, annual audit, and other related accounting duties as assigned. This is a journey level class in which the incumbent is expected to perform complex accounting technical support work, including processing accounts payable and accounts receivable, maintaining financial records, and assisting with payroll.

### CORE COMPETENCIES:

- Analytical/Critical Thinking – Skillfully analyzes, assesses, and deconstructs information in a self-directed and self-disciplined manner, not automatically accepting the validity of information or assumptions.
- Priority Setting and Time Management – Spends time and prioritizes activities based on what's most important, factoring in departmental, and individual objectives.
- Communication Skills – Able to express themselves using clear, effective, and efficient language. Listens patiently and attentively. Adapts to the purpose of the communication with appropriate style, substance, detail, and confidence.
- Attention to Detail – Focuses on the details of work content, work steps, and final work products to ensure accuracy of fiscal information.

To learn more about the District, check out the FSSD video library at:

[Video Gallery - FSSD](#)

## POSITION REQUIREMENTS

Any combination of education and experience that provides the skills, knowledge, and abilities required for this position. A typical way of obtaining the required qualifications is to possess a high school diploma or equivalent and four years of progressively responsible bookkeeping or financial support work, two years of which include general ledger, accounts payable, accounts receivable and/or payroll work in the public sector.

### LICENSE, CERTIFICATION, REGISTRATION

- Possession of a valid California Class C driver's license and safe driving record.

## HOW TO APPLY

Please visit the District website [HERE](#) to submit an application, print a fillable PDF, or email your resume, cover letter, and any other relevant information to [careers@fssd.com](mailto:careers@fssd.com).

Recruitment is scheduled to close on August 20, 2021. Applicants are encouraged to apply as soon as possible.

Questions? Reach out to Kimberly Young at [kyoung@fssd.com](mailto:kyoung@fssd.com) or (707) 428-9162

HOURLY SALARY

\$38.65 - \$48.32



## FAIRFIELD-SUISUN SEWER DISTRICT

The District has a purpose, vision, mission, and core values that we strive towards every day our employees show up for work.

### Purpose:

Fairfield-Suisun Sewer District protects public health and the environment for the communities we serve in an efficient, responsible and sustainable manner.

### Vision:

Our vision is to be a recognized leader in our industry.

### Mission:

We achieve our purpose by excelling individually and organizationally.

### Core Values:

As we strive to realize our vision of the future, all our actions and efforts will be guided by a certain set of values. These core values are our pledge to each other and to the community as to how we will conduct business.

- Global Thinking: We strive to consider the broadest consequences of our actions.
- Positive Working Relationships: We value strong working relationships—both internally and externally.
- Proactivity: We are future driven. We anticipate challenges and prepare for them.
- Honesty and Integrity: We practice honesty and integrity in all that we do.
- Creativity: We value innovation, and look for new and unique ways to conduct business.
- Ownership: Each of us is responsible for the District's success.
- Fun: We appreciate the importance of fun in a productive workplace.
- Solution Driven: Finding solutions is just as important as identifying problems. When we see a problem we provide a solution.
- Fiscally Prudent: We take our fiduciary responsibility seriously. Our decision process balances cost and results.
- Quality: We take pride in our work and strive for excellence.

Visit our website at [www.FSSD.com](http://www.FSSD.com)

## BENEFITS

- Eligible the first day of the first month after date of hire, medical coverage is offered through PERS Health Benefits Plan. District's contribution toward health benefits is equal the cost of family coverage for PERS Kaiser HMO plan.
- Dental and vision insurances for the employee and eligible dependents are paid 100% by the District and are effective first of the month after hire.
- Life insurance coverage of \$50,000 is provided by the District.
- The District participates in CalPERS retirement (2% @ 62 for new members) and contributes to Social Security.
- The District offers deferred compensation plans through a 457 plan. For non-exempt employees the District makes a contribution to the 457 plan which is adjusted based on preceding October CPI-W.
- The District has no specified holidays. Employees may accrue up to 100 hours of holiday time which may be used with supervisor approval.
- Vacation is accrued at 80 hours (3.08 hours/pay period) for the first 3 years and employees are eligible to use vacation as it is accrued.
- Sick leave accrues at 96 hours (3.69 hours/pay period) per year. The District participates in a sick leave incentive program and sick leave death benefit.
- Personal leave for non-exempt employees accrues at 0.93 hours per pay period for a total annual accrual of 24 hours and employees are eligible to use personal leave as it is accrued.
- The District offers a short-term disability plan and employees are exempt from participating in the State Disability Insurance (SDI).
- The District offers a long-term disability plan.
- The District offers a cell phone allowance of \$30 per month.
- Retiree Health Benefits are provided to employees at least 50 years old with a minimum of 5-years CalPERS-credited service with the district and a total of 10 years CalPERS-credited service to be eligible for 50% premium contribution up to 20 years service credit to be eligible for 100% premium contribution (based on a years of service percentage contribution table).

To review the benefits for this position, please visit:

<https://www.fssd.com/working-with-us/>

# BENEFITS

