

**ADMINISTRATIVE SERVICES DEPARTMENT  
FINANCE DIVISION  
ACCOUNTING TECHNICIAN**

**GENERAL DUTIES:** Under direct supervision of the Assistant Finance Director, perform technical and highly detailed work in support of the accounting, fixed asset and payroll functions; and perform other related work as required. This position may also provide support in one or more of the following areas: accounts payable, purchasing or accounts receivable.

**GENERAL REQUIREMENTS:**

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the City, as per department policy.

Attendance - Follows department/City policy in regards to punctuality and attendance.

Compliance with Work Instructions - Follows all work instructions given, and completes all assigned duties. Follows the policies, rules, and regulations of the City and department.

Safety - Follows the Safety and Health Handbook, as well as other safety related standards, and avoids unnecessary risk to oneself, co-workers, citizens, and property.

Internal Relations - Conducts work in a manner which supports the overall team effort, and which avoids disruption of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic and sexual differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City, that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customers to follow. Respects racial, religious, ethnic and sexual differences of others, and avoids derogatory statements regarding these differences.

**ILLUSTRATIVE EXAMPLES OF WORK:**

1. Receive and review employee time sheets; enter information into payroll system; notify City staff of potential payroll problems.
2. Prepare payroll checks from information submitted from each department, including base wages and required additional pay.
3. Compile and prepare a variety of periodic and special reports relating to the payroll function.
4. Prepare reports and payments to various taxing and financial organizations.

5. Prepare payroll journal entries and answer payroll related questions.
6. Analyze various bargaining unit contracts to ensure payroll compliance with resolution and state and federal regulations.
7. Develop reports and other materials for use by City management during negotiations and other interactions with bargaining units.
8. Review fixed asset activity sheets received from departments, properly classify fixed asset items and enter information into fixed asset system.
9. Reconcile fixed asset transactions and balances between the Fixed Asset Module and the General Ledger.
10. Maintain fixed asset system, including inputting data, classifying assets, disposal/transfer of assets and updating tables.
11. Work with other departments in clarifying fixed asset issues, such as dates of completion, explanation of projects, classification of assets, etc.
12. Perform daily tasks associated with the City's cash management function.
13. Perform a variety of technical and routine accounting and budgetary transactions.
14. Prepare, analyze and reconcile a variety of journals, accounts, reports and records.
15. Assist City and government auditors in gathering information on assigned areas of responsibility.
16. Responsible for meeting operational deadlines in areas of responsibility.
17. Prepare and compile financial information and schedules to support the internal and external audit requirements of the City in their assigned functional areas.
18. Serve as primary back up support for the Accounts Payable function. May also serve as back up support for the Purchasing function as needed.
19. Operate any of a wide variety of common office machines including a telephone, typewriter, calculator, adding machine, postage meter and scale, copier, computer, laser jet printer, fax machine, paper shredder, paper cutter, letter opening machine, stuffer/folder machine, scanner, optical character reader, lettering machine, dictation/transcription equipment, and binding machine.

**REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:**

SKILLS:

1. Interpreting and applying complex policies and procedures to bookkeeping and financial record keeping activities.
2. Compiling and reconciling numerical and statistical data.
3. Processing varied payroll, payables, receivables and other accounting and financial data efficiently and effectively.
4. Establishing and maintaining appropriate control records and files.
5. Maintaining, interpreting, verifying and reconciling accounting records and reports.
6. Make accurate and rapid mathematical calculations.
7. Work independently on areas of functional responsibility.
8. Customer service techniques.

KNOWLEDGE: Knowledge of:

1. Bookkeeping and general and municipal accounting principles and procedures.
2. Record keeping requirements and rules and regulations related to payroll.
3. Principles and procedures of basic accounting and payroll processing.
4. Payroll reporting requirements of various state and federal agencies.
5. Office practices and procedures and filing systems.
6. Correct English usage, grammar, spelling and punctuation.
7. Basic arithmetic.
8. General knowledge of data processing and financial management software applications.

ABILITIES: Ability to:

1. Read, understand, and interpret policies, procedures, and regulations.
2. Organize and prioritize workload effectively to meet deadlines.

3. Establish and maintain record keeping and filing systems.
4. Reconcile complex accounting, financial and payroll records.
5. Use initiative and sound independent judgment within established guidelines.
6. Complete complex assignments with minimal supervision.
7. Communicate effectively and tactfully in both oral and written forms.
8. Establish and maintain effective working relationships with supervisor, co-workers, other departments, outside agencies, and the general public.
9. Operate a personal computer using word processing and spreadsheet software.
10. Participate in training programs.
11. Communicate effectively.

**MACHINES/TOOLS/EQUIPMENT UTILIZED:**

Typical office and field environments include the following:

1. Computer, keyboard, monitor and scanner
2. LaserJet or ink jet printer
3. Telephone or headset
4. Copier
5. Calculator
6. 10-key adding machine
7. Facsimile machine
8. Typewriter
9. Hole punch
10. Postage meter and scale
11. Optical character reader
12. Lettering machine
13. Binding machine
14. Specialized computer software
15. Automobile
16. Letter opening machine
17. Stuffer/folder machine
18. Paper shredder
19. Paper cutter

**PHYSICAL DEMANDS:**

Under typical office and field conditions, employee will perform the following physical activities which include handling files, books, binders, paper and sometimes boxes of work-related material:

1. Sitting, for prolonged periods of time while working at a computer or attending meetings.
2. Walking
3. Standing
4. Kneeling
5. Bending/stooping
6. Twisting
7. Reaching
8. Carrying
9. Pushing/pulling, boxes of mail or work-related documents, up to 100 lbs. using a handcart
10. Lifting up to 25 lbs.
11. Driving
12. Speed, in meeting deadlines and using office equipment.

#### **SENSORY DEMANDS:**

Under typical office and field conditions, employee utilizes these senses while using a computer, printer, typewriter, telephone, fax machine, copier, calculator, adding machine, postage meter, paper shredder, camera, water meter scanner, radio, automobile, etc.:

1. Seeing
2. Speaking
3. Hearing
4. Touching

#### **ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:**

Office Conditions:

1. Indoors: Typical office conditions, over 90% of the time.
2. Flooring: Low level carpeting, linoleum, tile, wood, etc.
3. Noise Level: Conducive to office settings with phone, copier, fax, radio, paper shredder, paper cutter, stuffer/folding machine, letter opening machine or typewriter.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by central heating and air conditioning.
6. Dust or Fumes: Normal, indoor levels associated with dust and odors from paper, ink pens, copiers or other office-related equipment.

Field Conditions:

1. Outdoors: Typical conditions, when traveling to the bank, meetings, or training, less than 5% of the time.
2. Travel: Under varying conditions via automobile, less than 5% of the time.
3. Flooring: Low level carpeting, linoleum, tile, wood, cement, asphalt, etc.
4. Noise Level: Low levels, while traveling and attending meetings or training.
5. Lighting: Normal outdoors conditions, with chance exposure to extreme weather conditions.
6. Ventilation: Provided by central heating and air conditioning and by vehicle.
7. Dust or Fumes: Normal, outdoors levels associated with dust, pollen, vehicle exhaust, etc.

**HAZARDS:**

Mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, typewriter, printer, copier, adding machine, fax machine, radio, water meter scanner, letter-opening machine, stuffer-folder machine, paper shredder, or paper cutter. Also, when utilizing a vehicle, there is some potential exposure to mechanical hazards.

**ATMOSPHERIC CONDITIONS:**

Minimal exposure to fumes occurs in a typical office environment. Typical exposure may result from use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

**REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:**

1. Equivalent to graduation from high school.
2. Some college level accounting or bookkeeping course work is desired.
3. Three years of increasingly responsible experience in the preparation and maintenance of accounting, payroll or financial records.
4. Keyboarding 25 net words per minute, and proficient in 10-key by touch and Windows environment.
5. Pass a post-offer medical examination, which includes a drug test.
6. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicles.
7. Pass a Department of Justice criminal record check for employment.
8. Prefer non-tobacco user.