



Accounting Technician

Definition

To perform paraprofessional and high level clerical accounting work in one or more designated areas such as payroll or general accounting, and to assume responsibility for a designated procedural area and work independently in performing a variety of responsible administrative and technical duties.

Supervision Received and Exercised

Receives direction from the Finance Manager or other managerial position.

Exercises functional or technical supervision over lower level staff as required.

Typical Job Functions

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Payroll/Fiscal Clerical

Perform bookkeeping and accounting duties within an assigned area of the City's financial system such as payroll.

Prepare and monitor the City's payroll. Audit time sheets and verify for accuracy.

Prepare payroll deductions and remit a variety of payments and reports.

Perform related payroll functions including payroll reports and payroll tax returns, reconciling to accounting records.

Prepare and monitor appropriate accounts involving posting and balancing.

Check all personnel action forms received from Personnel. Verify for accuracy and make necessary corrections.

Compute retro adjustments. Input in the terminal manual adjustments to payroll register and terminations after completion of payroll.

Conduct extensive research of payroll records for problems and make necessary corrections.

Advise and answer questions regarding union rules, personnel rules, M.O.U.'s, payroll codes, and other payroll-related areas.

Edit and correct departmental time cards. Edit preliminary time card file listings.

Reconcile payroll register with deduction register. Check if additional dollar amounts are reflected in payroll.

Contact and advise others on errors or changes in time cards.

Sort and distribute payroll reports and time cards to departments.

Bill retired employees for premiums for their dependents on the City group plans. Record payments as they are received. Prepare documents for changes in status for data input.

Do research concerning retirement benefits, court actions, sick leave or various matters requiring documented background.

Compute garnishments for employees for data input.

Compute retirement, resignations, and other types of payment entitlements.

Perform related duties as assigned.

General Accounting

Perform paraprofessional budgeting and accounting procedures as directed.

Assist in working with banks and lending institutions to place City funds in interest bearing instruments.

Maintain records of investments. Estimate and monitor cash requirements of the City.

Reconcile City checking accounts.

Maintain file of miscellaneous accounts receivable including initiation of billings, collections and follow-up in accounts.

Prepare reports and perform analyses of office accounting procedures.

Receive and enter daily cash receipts. Check for errors.

Prepare Proof of Cash and balance general bank account.

Assist Senior Accountant in balancing of General Ledger.

Prepare journal vouchers for monthly reconciliation.

Prepare billings for accounts receivable. Follow up on delinquent payments. Prepare filing system and enter payments in computer.

Balance a variety of bank accounts and keep files on them.
Receive and issue checks on bonds and coupons.

Balance and keep accurate records of bonds.

Receive money and issue checks for Treasurer's Revolving Fund.

Record and reconcile returned checks (NSF).

Issue statements to bond holders and determine delinquent amounts due.

Enter all new loans, work in progress payments, and loan payments from HCDA into computer.

Issue all stop payments.

Perform related duties as assigned.

Qualifications

Knowledge of:

Accounting clerical procedures performed in municipal government, including accounts payable accounts receivable, payroll and utility billing.

Accounting record keeping principles, practices and terminology.

Efficient office methods and procedures.

Data processing applications in payroll and other fiscal functions.

Procedural complexities involved in payroll administration in a municipality.

Legal procedures related to the enforcing of laws and ordinances.

Investigative and interviewing techniques.

General knowledge of governmental accounting principles, practices and procedures.

Data processing applications in accounting functions.

State and City regulations governing the treasury functions.

Investment programs and cash flow analysis.

Principles and techniques of effective supervision and program administration.

Specialized principles and procedures in a major accounting clerical area or fiscal program

Ability to:

Perform responsible financial record keeping work. Adhere to good bookkeeping practices and procedures.

Perform mathematical and statistical computations with speed and accuracy.

Operate electric and electronic adding, calculating and data processing machines.

Assist in the preparation of financial statements, analysis and reports.

Perform a variety of complex procedures in administering a payroll system in a municipality.

Work independently under pressure. Meet established deadlines.

Perform a variety of administrative and clerical support procedures.

Communicate effectively, orally and in writing.

Analyze and interpret legal and financial documents.

Prepare reports and correspondence.

Establish and maintain cooperative working relationships with others.

On a continuous basis, sit at a desk for long periods of time. Intermittently twist to reach equipment surrounding desk. Perform simple grasping and fine manipulation. Use telephone, and write or use a keyboard to communicate through written means, and lift or carry weight of 10 pounds or less.

Perform a wide variety of paraprofessional accounting procedures.

Apply accounting principles and procedures to a variety of transactions.

Analyze accounting procedures.

Prepare accounting, financial and statistical statements, compiling basic and supporting data.

Function with a high degree of independence in performing job duties and exercise sound judgment in programmatic and procedural decision making.

Education and Experience

Associates of Arts degree (AA) and two years of recent responsible experience in a paraprofessional accounting clerical position. AA degree may be substituted with two additional years of experience in an accounting clerical position.

Licenses and Certifications

Possession of, or ability to obtain, a valid Class C California driver's license.

FLSA: Non-exempt
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