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## ACCOUNTING TECHNICIAN SENIOR ACCOUNTING TECHNICIAN

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### **DEFINITION**

Under general supervision, performs a variety of routine to moderately complex financial transactions, record keeping and processing function related to accounts payable, account receivable, payroll, general ledger and performs related duties as required.

### **SUPERVISION EXERCISED**

None as Accounting Technician. Senior Accounting Technician provides functional and technical supervision of subordinate staff.

### **EXAMPLES OF ESSENTIAL DUTIES**

Duties may include but are not limited to:

#### **Account Payable Duties:**

- Receives, matches, and distributes invoices for payment of accounts payable. Verifies supporting documents, account numbers and adherence to purchasing procedures. Checks expenditures and account numbers for conformity with budget accounts and available amounts.
- Processes and post transactions to accounts payable system; verify, correct and balance accounts payable; generate, validate and mail checks.
- Records and reconciles related journal entries, processes and pays semi-monthly warrants, maintains accounts payable files.
- Maintains and updates vendor records for 1099 MISC processing, monitors and verifies tax codes and payments within current tax year.
- Coordinate and monitor other purchasing activities including Cal-Card, fueling program and other credit cards.

#### **Accounts Receivable Duties:**

- Process cashier transactions, payments, balance and prepare daily deposits; run daily cash reports; verify reports and cash balances received from City departments.
- Prepares billing, collection and reconciliation of inter department accounts receivable.

- Assist the public in person and by telephone, distribute and process incoming and outgoing mail.

**Payroll Duties:**

- Receive and review payroll records for new and existing employees, ensuring accuracy and compliance with policies, procedures and regulations and enter payroll data; post a variety of payroll actions including garnishments, benefits, withholdings, overtime and workers' compensation.
- Reconcile deferred compensation reports, prepare timely quarterly payroll tax reports, annual W2 processing and calendar year end reports and records and reconciles related journal entries. Maintains the confidential files and the backup on the server of payroll.

**General Duties:**

- Assists in the preparation and reconciliation of month-end and year-end reports, journal entries, treasurer's ledger and cash condition reports, bank reconciliations, filing and retention of records, and preparation of records for year-end closing and for the annual audit and distributes related reports.
- Prepares, analyzes and reconciles schedules for receivables, payables, contracts, grants, general ledger, fixed asset inventory and assists in the preparation of year-end entries.
- Document Imaging, prepares, organizes, categorizes and scans City records for proper retention for finance departments.
- Perform related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Distinguishing characteristics of this classification include but are not limited to the following:

Accounting Technician: This is the entry-level class in the Accounting support series. Incumbents work under general supervision learning to perform routine duties. Incumbent is also responsible for performing responsible duties in the preparation, administration and maintenance of City or departmental accounts payable, accounts receivable, payroll and other accounting transactions and records, as assigned.

Senior Accounting Technician: Incumbents in this class have gained a through working knowledge of the Finance Department and the City and receive only occasional instruction or assistance. The work is also more complex in nature and the use of more specialized financial statements and reports.

## **KNOWLEDGE, ABILITIES AND SKILLS**

### **Knowledge of:**

- City rules, procedures and practices governing cash receipting, purchasing, accounts payable, and related financial transactions.
- The City's Chart of Accounts and cost center code structure; practices and procedures of governmental accounting methods, practices, documents and terminology used in processing accounting transactions and in financial record keeping.
- Fundamental accounting and internal control policies and procedures.
- The City's general accounting system and associated practices and procedures for processing accounting information and interpreting input and output data.

### **Ability and Skill to:**

- Operate a computer, calculator and other standard office equipment.
- Use accounting, spreadsheet and word processing software programs.
- Organize and prioritize work in order to meet deadline.
- Analyze and solve accounting problems in accordance with accounting practices and department procedures.
- Make calculations and tabulations and review fiscal and related documents accurately and rapidly.
- Understand and carry out written and oral instructions.
- Prepare, file and maintain clear and accurate financial records and reports.
- Work effectively and courteously with City staff, vendors, contractors, auditors and others encountered in the course of work.
- Read and write English at the level required for successful job performance.
- Operate a 10-key calculator quickly and accurately input data at the speed of at least 40 words per minute.
- Standard office procedures, filing techniques, computer equipment; business math; and customer service techniques.

## **QUALIFICATIONS**

Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:

Accounting Technician: High School diploma and two (2) years general office experience, including some financial recordkeeping experience.

Senior Accounting Technician: In addition to the above, training in business or secretarial science and two (2) years experience as an Accounting Technician. AA/AS highly desirable.

## **LICENSE OR CERTIFICATE**

Possession of a valid Class C California Driver's License and a good driving record.

## **ESSENTIAL JOB FUNCTIONS/A.D.A**

Essential job functions and A.D.A. requirements include:

Ability to operate computer, calculator, telephone, portable radio, copying machine and cash register.

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person.

Ability to prepare reports, perform mathematical calculations, count money and sort/file documents.

Ability to sit for two hours at a time.

Ability to lift up to 15 pounds.

Ability to climb a footstool or ladder for the purposes of retrieving records.

Ability to get from one location to another in the course of doing business.