



May 2007
FLSA: NON-EXEMPT

ACCOUNTING TECHNICIAN

DEFINITION

Under general supervision, performs complex paraprofessional duties related to general accounting work, accounts payable, and payroll processing; maintains Town financial accounts and records and assists in the preparation of financial reports and analyses; provides responsible technical and clerical accounting support to professional staff; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Assistant Director of Finance. No direct supervision of staff is exercised. May exercise technical and functional lead supervision over and provide training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey-level class in the paraprofessional accounting series that performs the full range of technical work supporting centralized accounting operations, in addition to performing a variety of record keeping, reconciliation, and report preparation activities. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Accountant series in that the latter is a professional level requiring completion of a four-year degree.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

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.

- Verifies, posts, and records a variety of financial transactions; prepares and maintains database and records a variety of periodic and special financial, accounting, and statistical reports.
- Enters and retrieves information using standard word processing and spreadsheet software.
- Reconciles transactions and data as directed; records changes and resolves differences, maintains the accuracy of accounting and financial records.
- Provides information to the public or Town staff that requires the use of judgment and the interpretation of rules or procedures; meets with the public to obtain data, interpret information, and answer questions; prepares correspondence independently to answer questions, request information, or provide explanations.
- Performs a variety of general office support work, such as organizing and maintaining various files, typing correspondence, reports, forms, and specialized documents; proofreads and checks materials for accuracy, completeness, and compliance with Town and department policies and regulations.

- Processes contracts and bids, including maintaining complete and accurate records, auditing progress payments, and preparing the appropriate correspondence.
- Works with Town departments to assist in preparing a variety of tax forms, grant applications, and special reports.
- Interprets and applies Federal, State, and local laws and regulations concerning financial and statistical transactions and reports.
- Assists Assistant Finance Director with special projects as required.
- Performs other duties as assigned.

When performing accounts payable-related duties:

- Processes and maintains all accounts payable transactions in compliance with all applicable rules, regulations, and ordinances.
- Receives invoices from all departments and ensures proper handling, routing, approvals, and coding.
- Ensures that all invoices and payments are accurate; reconciles vendor and contract payments against agreed upon terms; confers with vendors as necessary; enters data into the automated accounts payable system to produce payment and verifies accuracy; prepares checks for payment; prepares payments for mailing and files copies with backup.
- Examines and corrects accounting transactions related to accounts payable to ensure accuracy; prepares journal entries and reconciles related general ledger and subsidiary accounts.
- Receives inquiries from vendors and Town departments regarding accounts payable via telephone, fax, or mail; resolves any issues, problems, or requests using established procedures.

When performing payroll-related duties:

- Receives, reviews, verifies, and processes time recording documents to prepare payroll for all Town employees; audits such documents for completeness, accuracy, and compliance with rules and regulations.
- Maintains records of employee payroll deductions, retirement, insurance choices, garnishments, and other factors related to payroll; prepares reports and payments for various tax, financial, and insurance organizations.
- Processes payroll data; verifies and checks data produced and distributes as required; prepares and enters appropriate general ledger entries.
- Reviews, corrects, and approves all payroll transaction documents before posting, including pay/time/file adjustments, requests for supplemental checks, and manual checks.
- Examines and corrects accounting transactions related to payroll to ensure accuracy; prepares journal entries and reconciles related general ledger and subsidiary accounts.
- Assists Town staff and outside agencies with payroll questions and requests; researches and resolves issues related to payroll, leave, balances, benefits, and other deductions, and other payroll related matters.
- Researches changes to wage and hour ordinances; recommends and implements procedural changes to comply with Federal, State, and local wage and hour laws, codes, and ordinances, including departmental policies and procedures.

QUALIFICATIONS

Knowledge of:

- Computerized finance systems and computer software and systems related to finance, accounting, and payroll processes.

- Basic public agency finance and accounting functions, accounts payable and payroll processes, and techniques; basic employee benefits processes as they relate to payroll; and the laws, rules, regulations, procedures, and office practices related to the processing and recording of payroll and financial transactions.
- Record keeping, information processing requirements, and rules and policies related to the production of an employee payroll.
- Payroll reporting and payment requirements of various Federal and State agencies and benefit providers.
- Principles and practices of auditing payroll documents.
- Vendor payment reporting and issuance.
- Annuals submission of escheated funds.
- Record keeping and filing principles and practices.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors, and Town staff, in person and over the telephone.
- Techniques for providing a high level of customer service to the public and Town staff, in person and over the telephone.

Ability to:

- Interpret, apply, and explain policies, procedures, and regulations of accounting, accounts payable, payroll, and basic employee benefits processes.
- Understand and interpret the principles, laws, rules, regulations, and procedures involving accounts payable, payroll, and employee record keeping functions.
- Review accounts payable, payroll, and other financial documents for completeness and accuracy.
- Review, post, balance, reconcile, and maintain accurate and confidential payroll and financial records.
- Work closely with staff to maintain a high level of integrity and confidentiality when dealing with sensitive and complex payroll issues.
- Compose correspondence and reports independently or from brief instructions.
- Establish, maintain, and research files.
- Make accurate arithmetic, financial, and statistical computations.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Organize own work, set priorities, and meet critical time deadlines.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Operate modern office equipment, including computer equipment and specialized software application programs.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

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

Equivalent to the completion of the twelfth (12th) grade, supplemented by college level coursework or specialized training in accounts payable, payroll, general accounting, or a related field, and three (3) years of experience that has included the maintenance, processing, and preparation of employee payroll and/or

financial and accounting processing, and record keeping. Experience in a public agency setting is desirable. Some experience and/or training in the use of Microsoft Office Products and other modern software applications.

License:

- Valid California class C driver's license with satisfactory driving record and automobile insurance.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.