



JOB DESCRIPTION

ACCOUNTING TECHNICIAN

**Range 20 - \$41,122.99 – 52,484.51 Annually
\$19.77 - \$25.23 Hourly**

DEPARTMENT: FINANCE

FLSA STATUS: NON-EXEMPT

POSITION STATUS: REGULAR FULL-TIME

**REPORTS TO: GENERAL SERVICES
DIRECTOR**

DEFINITION

Under the direction from the General Services Director, the Accounting Technician performs paraprofessional accounting work in the preparation and maintenance of the City's payroll, accounts payable, cash receipts and in support of other major accounting functions.

ESSENTIAL JOB FUNCTIONS

- Reviews employee time records for accuracy and conformance with policy and procedures
- Records and keys employee hours worked, verifies data for pay period, and balances final payroll reports for each pay period
- Maintains and updates employee and payroll database and accumulated leave records
- Prepares payments relating to payroll and employee benefits
- Prepares and maintains all aspects of the Accounts Payable process
- Prepares daily cash receipts and related logs and reconciliation
- Assists with various other accounting functions
- Prepares various accounting spreadsheets, reconciliations and journal entries
- Performs other duties as assigned

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of financial record keeping
- Principles of payroll practices and related State and Federal laws
- Accounting office practices and procedures
- Microsoft Office software applications

Skills in:

- Interpreting and applying fundamental principles of accounting and payroll and related laws, policies and procedures
- Analyzing and reviewing financial data
- Preparing and maintaining accurate reports and records
- Reconciling differences within the record keeping system

Ability to:

- Establish and maintain effective working relationships with City staff, elected officials and the public
- Communicate effectively
- Use standard office equipment including personal computer, fax, copier, calculator



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Experience and Education:

Any combination of experience and training that would likely provide the required knowledge, skills and abilities necessary for satisfactory job performance is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience – Two (2) years of increasingly responsible bookkeeping and accounting-related experience.

Education – High Diploma or equivalent required. College-level coursework in accounting, finance, business administration or closely related field desirable.

Special Requirements:

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

Physical Requirements and Environmental Conditions:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case-by-case basis. There is frequent need to sit, stand, stoop, walk, and perform other similar actions during the course of the workday. Incumbents require sufficient mobility to work in an office setting and operate office equipment, transport materials and supplies weighing up to 10 pounds, and to travel to various locations; must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents; and must be able to hear in the normal audio range with or without correction.

This job specification should not be interpreted as all-inclusive. It is intended to identify essential functions and requirements of the job. Not all incumbents may perform all duties at all times. However, incumbents must be able to perform essential duties, with or without accommodation for disability at any time while holding this position.

09/23/20