



## JOB DESCRIPTION

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# **SENIOR ACCOUNTING TECHNICIAN**

## **DEFINITION**

Under the supervision of the Finance Director and Accounting Manager, provides highly responsible, professional and technical work in the preparation and maintenance of various fiscal, financial and statistical records and reports requiring independent use and implementation of technical accounting principles and procedures; performs related duties as required. This position is the advanced journey level in the Accounting Technician series.

## **EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

1. Performs specialized and detailed work in the review and processing of various financial records. Assists the Accounting Manager and Accountant in the preparation of the annual budget for the City which includes preparing various budget schedules, projections of salary and benefits, reviewing annual departmental budget submissions and compiles, audits and reviews various data related to the annual budget.
2. Assists the Accounting Manager and Accountant in the preparation and review of the Comprehensive Annual Financial Report (CAFR) and annual year-end audits for the City. These duties involve the various year-end closing entries for all funds presented in the CAFR.
3. Prepares, processes, reviews, and checks submitted accounting and financial documents, records and forms for accuracy, completeness and conformance to applicable policies, rules and regulations. Prepares and files federal and state income tax records and reports including quarterly reports, W2s and 1099s. Also ensures City is in compliance with all applicable tax laws including requirements related to obtaining properly completed W9s from all City vendors.
4. Administers all accounts receivable for the City. This includes invoice preparation, documentation compilation, revenue posting, account reconciliation and report preparation and distribution.
5. Provides ongoing functional and technical assistance, including training, to Finance staff related to all modules in the City's financial software. This includes payroll, purchasing, accounts payable, accounts receivable, budgeting, fixed assets, cash receipting and business licensing. Also provides assistance and training to all City staff in accessing information and reports in the financial software.
6. Oversees the City Agency Fund. This fund is used to account for refundable customer deposits. The oversight includes the recording of deposits, document compilation, verification that all required conditions of compliance have been met before deposits are refunded and the reconciliation and reporting of the deposits.
7. Assists the Accounting Manager and Accountant in the development and implementation of new procedures in order to comply with legal requirements, policy requirements, reporting requirements, staff requirements and requests, software use, etc.
8. Audits, reconciles, balances or adjusts accounting records; researches and resolves problems; maintains accounting controls. Prepares fiscal records and reports which are accomplished by compiling, calculating and input of accounting and statistical data in accordance with specific reporting formats and fundamental accounting principles.



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9. Prepares statistics and accounting control records such as ledgers, registers, journals, journal entries, posting to general or subsidiary ledgers, closing and balancing accounts; maintains related files and various bank balances and deposits.
10. Responds to inquiries that involve searching for abstract technical data and explains related laws and regulations or established policies, practices or procedures. Develops methods to resolve problems or discrepancies in accordance with the established guidelines. In addition, this position creates non-standard reports in response to public requests for specific information as well as staff requests.
11. Performs other duties as assigned.

## **QUALIFICATIONS/GUIDELINES**

### **Education and/or Experience**

Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance. Graduation from high school, or equivalent, and successful completion of post-secondary courses which could include Principles of Accounting, Governmental Accounting, Governmental Budgeting and related classes such as spreadsheet software, Computer Accounting, Cost Accounting, Introduction to Business, Principles of Management, Business Law and Statistics. Candidates with degrees in Accounting and or CPA's are highly desirable. The ideal candidate will have minimum three years' experience working for or with governmental agencies.

### **Knowledge, Skills and Abilities**

Considerable knowledge of principles and practices of governmental accounting and financial record keeping, as well as supervising general office operations. Skill in the operation of a variety of office and computer equipment and software, including Outlook, Microsoft Excel, Word, 10-key calculator by touch, spreadsheet and word processing applications. Ability to understand, interpret and apply the fundamental principles of accounting, related City policies and procedures; understanding of the relationship among accounting records and documents and the ability to reconcile information in financial records; prepare financial reports and maintain ledgers and journals; analyze fiscal data and draw logical conclusions; communicated effectively, both orally and in writing; establish and maintain cooperative working relationships with City staff and elected officials.

### **SPECIAL REQUIREMENTS**

Must be bondable. Possession of or ability to obtain an appropriate California driver's license and a satisfactory driving record.

### **ESSENTIAL ELEMENTS**

#### **Physical Demands**

Sitting, walking, reaching, grasping, lifting, manual dexterity, clear speech-complex, clear-seeing, and driving (car).

#### **Stress Factors**

Some pressure in assisting the public. Ability to interpret and explain actions to the public, staff and City officials.

#### **Work Environment**

Considerable work with the public and staff; verbal contact, face-to-face and telephone.



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### **Mental Requirements**

Reading complex, writing complex, analyzing, perception/comprehension and judgment.

### **Equipment**

Computer, keyboard, telephone, calculator, photocopiers, facsimile machines, various computer printers.