



Employment Opportunity

SENIOR ACCOUNTING TECHNICIAN - LIBRARY

Salary Range (29) \$24.29 – \$29.56/Hourly
FLSA Status – NON-EXEMPT
Full-Time w/Excellent Benefit Package
Application Deadline: May 16, 2016, 5 PM

For application materials visit our website at www.RanchoMirageCA.gov or call (760) 324-4511.
(Completed City Application Form required; no facsimiles or e-mail sent/received in this recruitment.)

DEFINITION

Under the supervision of the Finance Manager and Library Operations 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 ESSENTIAL 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 Finance Manager and Library Operations Manager 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 Finance Manager and Library Operations Manager 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.



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5. Provides ongoing functional and technical assistance, including training to staff related to all modules in the City's financial software. This includes payroll, purchasing, accounts payable, accounts receivable, budgeting, fixed assets and cash receipting. Also provides assistance and training to all City staff in accessing information and reports in the financial software.
6. Oversees the Library, Library Foundation and Writers Festival Funds. These funds are used to account for all financial transactions related to the Library.
7. Assists the Finance Manager and Library Operations Manager 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.
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 of a similar nature as assigned.

QUALIFICATIONS/GUIDELINES

The following generally describes the knowledge, ability, and education required to successfully perform the job duties.

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.



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Preferred but not required: The ideal candidate will have degree in Accounting, Business Administration or related field and 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, 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; communicate effectively, both orally and in writing; establish and maintain cooperative working relationships with City staff and elected officials.

ADA and Other Requirements

Position in this class typically require: prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data, and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 10 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Licensing/Certifications

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

NOTE: The above job classification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.