



Senior Accounting Technician

Department/Division:	Finance
Reports To:	Finance/IS Manager
Provides Direction To:	Technical direction provided to Accounting Technicians

GENERAL PURPOSE

Under general supervision, prepares closing journal entries and generates various financial statements and statistical reports, enforces and maintains City Business License program; monitors and maintains City grants and other City revenue; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

Incumbents in this class are responsible for performing difficult and highly responsible duties in the preparation, administration and maintenance of more complex City accounting and financial reports, transactions and records. This class receives assignments from, and reports to, the Finance/IS Manager.

The Senior Accounting Technician is distinguished from Accounting Technician in that employees this job requires an understanding of the operations of the City's budgeting and financial accounting system as they apply to revenue accounting and City grants, and related reporting transactions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

1. Posts and balances transactions to various ledgers; prepares journal entries for month-end, quarterly, and year-end closing statements.

2. Generates various financial statements and statistical reports; prepares staff reports, resolutions, public hearing notifications, and reports to the County for assessment district taxation; assists consultant in verification of parcel/property records.
3. Maintains City business license program, handles daily receipts, updates, certificates, billings, and renewal invoices; enforces business license compliance; attends and provides accounting related information for Code Enforcement and License Permit Hearing meetings.
4. Monitors and maintains City grants and prepares reports required by specific grant agencies and programs.
5. Analyzes accounts receivable to insure collection of various revenues such as taxes, rentals, and fees due to the City.
6. Maintains fixed asset inventory and prepares related reports and journal entries; maintains and assists in preparation of City property insurance reports; assists in the preparation of spreadsheets and account summaries for the annual City budget.
7. Monitors daily cash flow to insure timely investment of working capital; balances City Treasurer's ledger.
8. Collects, reconciles, and posts overnight parking permit revenues.
9. Participates in the processing of accounts payable, accounts receivable, and payroll data entry, posting, reconciliation, and balancing of ledger and bank accounts.
10. Trains and provides technical assistance to new Accounting Technicians in matters affecting general ledger accounting, reporting practices, and proper accounting procedures.
11. Prepares accounting worksheets and analyses as needed in support of the Finance/IS Manager and Finance Department.
12. Relieves front desk personnel during absences; performs daily backup up of AS400 files.

QUALIFICATIONS GUIDELINES

Knowledge of:

General accepted accounting principles; accounting and financial record keeping methods, practices and procedures; business license procedures and Municipal Code requirements; grant accounting requirements and reporting procedures; City and office policies, procedures and rules; customer service principles; budgeting practices; modern office practices and procedures; purchasing procedures and practices.

Ability to:

Perform complex financial record keeping; analyze and evaluate accounting problems; develop data and prepare clear and accurate financial statements, reports and analysis; analyze situations accurately and adopt an effective and appropriate course of action; maintain accurate, neat and interrelated financial records; organize and prioritize tasks to meet deadlines; prepare and present reports to City Council and License Permit Hearing Board; make mathematical calculations quickly and accurately; operate a variety of office machines; rapid and accurate use of ten-key machine; utilize spreadsheet, word processing, and related software programs; communicate effectively with staff, business owners, citizens, and others encountered during the course of work.

Education/Training/Experience:

Any combination equivalent to experience and education that could likely provide the desired knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to high school graduation, supplemented by college-level course work or technical certification in accounting and bookkeeping practices.

Experience: Five years of increasingly responsible technical and clerical accounting experience in the maintenance of financial, accounting and statistical records, preferably including business license and revenue accounting.

Licenses; Certificates; Special Requirements:

A valid class C California State driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to sit, and occasionally stands and walks; talk or hear, both in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee may occasionally walk and stand and lift and carry records and documents that weigh 20 pounds or less.

Specific vision abilities required by this class include close vision, distance vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with City managers, staff, officials of other governmental agencies, customers who may be upset and dissatisfied, and the public.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee in this class works under typical office conditions, and the noise level is usually quiet. Field investigative assignments expose the employee to outside weather conditions.