

ACCOUNTING TECHNICIAN

(Confidential)

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are not intended to reflect all duties performed with a job.

DEFINITION

Under general supervision, perform complex clerical and technical accounting functions related to processing and administering the City's payroll, purchase order, invoice, and purchasing systems/programs and other major accounting functions at the paraprofessional level; and perform a variety of technical tasks relative to assigned areas of responsibility; may exercise supervision over lower level staff.

DISTINGUISHING CHARACTERISTICS

The Accounting Technician (Confidential) is the paraprofessional, technical level in the accounting series and is responsible for handling the more complex paraprofessional accounting duties/systems. Accounting Technician (Confidential) differs from the Accounting Assistant III in that the latter handles duties related to utility billing, delinquent accounts, accounts receivable, posting of revenues and expenditures, and account reconciliation whereas the Accounting Technician is responsible for entire confidential accounting sub-systems such as payroll. Accounting Technician (Confidential) differs from the non-Confidential Accounting Technician in that the latter has limited exposure to confidential payroll processing tasks (will only fill in during absences and participate in cross-training activities). Accounting Technician (Confidential) differs from the Accountant in that the latter is responsible for handling complex professional accounting functions and handles functions at the whole system level.

EXAMPLES OF DUTIES

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

- Perform a variety of technical and clerical accounting functions in processing and administering the payroll and other systems such as the purchasing programs.
- Check timecards and input data into computer; process regular and handwritten payroll checks; prepare payroll reports on a monthly, quarterly, and yearly basis; ensure accuracy and completeness.
- Prepare Federal and State tax reporting forms; calculate taxes and prepare W-2's; audit and reconcile tax reports; assign and prepare 1099's.
- Maintain payroll system files; input tax rate changes and codes.
- Prepare statistical and financial reports; compile data and conduct research, as appropriate.
- Administer purchasing process; maintain vendor lists, solicit bids, assist department in RFP process, and organize citywide supply orders.

- Process Purchase Order requests, reviewing for compliance with City policies, ordinances, available budget, appropriate coding, and Council approval.
- Respond to questions and concerns from other departments; resolve problems in assigned areas.
- Operate a variety of office equipment; including computers, adding machines, copiers, fax machines, and related equipment.
- Prepare, process, and audit accounts payable transactions; research vendor statements and vendor inquiries; post and balance invoices; add and code all new accounts; reconcile checks.
- Monitor inventory tagging and reporting fixed assets.
- Perform a variety of general clerical duties including typing, maintaining files and records, processing mail, and ordering supplies.
- Assist during labor negotiations by running pay/benefit/working condition scenarios being discussed during bargaining and with salary/benefit surveys.
- Perform specialized accounting or other special projects, as assigned.
- Provide back-up to other clerical accounting staff.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Methods and techniques of governmental bookkeeping.
- Principles and practices of accounting and payroll.
- Modern office methods, procedures, and equipment, including computers.
- Principles and practices of fiscal record keeping and reporting.
- Advanced technical and clerical accounting methods and techniques.
- Principles and techniques of bookkeeping.
- Advanced arithmetic functions.

Ability to:

- Independently perform difficult technical accounting functions.
- Interpret, explain, and enforce department and City policies and procedures.
- Handle confidential tasks such as payroll with the utmost privacy and decorum.
- Operate a variety of computerized equipment including various software.
- Understand, interpret, and communicate payroll procedures, rules, and regulations.
- Maintain a variety of financial records and files.
- Accurately tabulate data.
- Record and balance assigned transactions.
- Work independently in the absence of supervision.
- Meet deadlines.
- Maintain confidential records and reports.
- Operate and use modern office equipment including a computer.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Minimum Qualifications:

Education and/or Experience:

Four years of responsible technical accounting experience; and college level course work in accounting, business administration, computer science, or a related closely field.

License Requirement:

Some positions may require possession of a valid California Class C Driver License at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Physical Requirements:

Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long period of time; occasional bending or squatting. (2) Lifting: Frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

Other Requirements:

Some positions may require some evening or weekend work.

Classification	Adopted	Revised	Retitled	Class Code	FLSA Designation	Rep Unit
Accounting Technician (Conf)	7-2007			3405	Non-Exempt	3

APPROVED: _____
Human Resources Director

Date: _____