

**ACCOUNTING TECHNICIAN**  
**SENIOR ACCOUNTING TECHNICIAN**

Job Description

**DEFINITION**

To perform and/or monitor the performance of a variety of responsible clerical/technical accounting and fiscal record management functions utilizing manual and computerized systems and processes; to process City's payroll, maintain related benefits records, process accounts payable invoices and payment, and prepare necessary reports; to participate in the maintenance of the general ledger and subsidiary ledgers; and to function as a positive and cooperative team member.

**DISTINGUISHING CHARACTERISTICS**

**Accounting Technician**

This classification functions at the full journey level of job performance. Employees in this classification perform the full range of assigned duties in an independent manner. Incumbents in this classification receive only occasional instruction or assistance as new or unusual situations arise and are fully competent and knowledgeable in at least two (2) of the following areas: accounts payable, accounts receivable, payroll, benefits and general ledger bookkeeping. Employees in this job class may also be cross trained in other clerical and accounting functions in order to provide competent back-up and additional administrative/operational support as necessary.

**Senior Accounting Technician**

This classification functions at the advanced journey level of job performance. Employees in this classification perform the more complex of a full range of duties in an independent manner. Employees in this classification are fully competent and knowledgeable in all areas of accounts payable, accounts receivable, payroll, benefits and general ledger bookkeeping. Employees in this classification must possess and in-depth knowledge of these technical accounting functions in order to act as a resource and/or lead to others in the performance of responsible technical/clerical accounting assignments. This job class also requires excellent organizational skills, communication skills and a high level of attention to detail.

**SUPERVISION RECEIVED**

**Accounting Technician**

Employees in this classification receive general supervision from the Finance Director or his/her designee within a framework of established policies and standard operating procedures.

**Senior Accounting Technician**

Employees in this classification receive general supervision from the Finance Director within a framework of established policies and standard operating procedures.

Employees in this classification may provide technical and/or functional supervision over assigned staff, temporary workers and/or volunteers.

## **EXAMPLES OF DUTIES**

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

- Oversees, monitors and participates in the City's processing of accounts payable; preparing purchase orders; verifying invoices against receiving documents for accuracy; coding accounts payable for departmental responsibility.
- Oversees, monitors and participates in auditing incoming invoices and supporting documentation to verify accuracy and adherence to legal mandates and operational guidelines; prepares and issues checks; processes manual check requests.
- Receives, reviews, audits and processes payroll documents for City employees; inputs all data into payroll database/system including all data for new employees and any modification/updates; codes and posts payroll to labor distribution master; calculates and processes special pay to include overtime, stand-by, compensation time and holiday.
- Oversees monitors and participates in preparing the City's federal and state tax payroll reports on a monthly, quarterly and annual basis.
- Receives and records loan payments from housing assistance clients: calculates principal and interest, posts to subsidiary ledger and client's payment record books.
- Reconciles bank account for City's payroll; transfers funds between accounts as appropriate; maintains control of designated funds and prepares regular and periodic reports.
- Reviews, verifies, balances, posts, adjusts and maintains various accounting and fiscal records and documents according to established policies and guidelines in support of the City's general and subsidiary ledgers.
- Assembles, tabulates, calculates, verifies and reconciles a variety of incoming accounting/fiscal data and posts to the general ledger according to established procedures and guidelines; enters data into computerized and/or manual recordkeeping systems and/or worksheets.
- Acts as a resource to City staff, management and other agencies/organizations regarding accounting and bookkeeping processes, procedures and guidelines.
- Trains clerical staff, temporary workers and/or volunteers in the City's Finance Department on the operations, procedures and practices within the department as assigned.
- Performs related duties as required.

## **EMPLOYMENT STANDARDS**

### **Accounting Technician**

#### **Knowledge of:**

- Standard and accepted procedures, policies and guidelines of payroll processing, recordkeeping and reporting systems.
- Standard and accepted accounts payable, accounts receivable, collections and general bookkeeping systems and practices.
- Standard and accepted office practices, procedures and techniques.
- Standard and accepted English usage in spelling, grammar and punctuation.
- Designated computer software and appropriate applications.

#### **Ability to:**

- Learn and understand pertinent laws, codes, regulations and guidelines governing fiscal recordkeeping and reporting for municipalities.
- Learn and understand the City's organization, policies, operations and services.

- Understand and carry out a variety of both oral and written instructions in an independent manner.
- Operate designated software programs including word processing, spreadsheets and databases effectively.
- Operate a variety of office machines and equipment including computer terminal, peripheral equipment, fax machine, copier and calculator.
- Audit, verify and transfer large quantities of numbers and related data accurately and at a speed sufficient for successful job performance.
- Communicate effectively and positively in both oral and written forms.
- Meet the physical requirements necessary to perform required duties in a safe and effective manner for self and others.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

### **Senior Accounting Technician**

In addition to the above knowledge and abilities, this classification also requires:

#### **Knowledge of:**

- Pertinent laws, codes, regulations and guidelines governing fiscal recordkeeping and reporting for municipalities.
- City's organization, policies, operations and services.

#### **Ability to:**

- Understand, interpret and carry out a variety of both oral and written instructions in an independent manner.
- Prepare accounting worksheets, journal entries, adjustments and related documentation according to established procedures and guidelines.
- Organize and prioritize a variety of tasks for self and others in an effective and timely manner.
- Establish and maintain a variety of recordkeeping/filing systems and/or databases including highly sensitive and confidential documentation and generate requested reports.
- Identify problems/issues, collect relevant data, analyze options according to established criteria, and recommend appropriate course of action within prescribed alternatives.

### **LICENSES AND CERTIFICATES**

- Possession of a valid and appropriate California state driver's license.
- Possession of a safe driving record per the City's driving standards policy.

### **TRAINING AND EXPERIENCE**

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain these abilities and knowledge would be:

#### **Accounting Technician**

##### **Training**

- The successful completion of the twelfth grade to include the ability to read and write at a level required for successful job performance. Supplemental coursework in accounting or finance highly desirable.

**Experience**

- At least two (2) years of responsible experience performing clerical accounting/bookkeeping support, preferably with a municipality or similar public agency.

**Senior Accounting Technician****Training**

- The successful completion of the twelfth grade supplemented with coursework in accounting, fiscal records management or a closely related field.

**Experience**

- At least three (3) years of progressively responsible work equivalent to the duties performed by the Accounting Technician with City of Gridley.

**TYPICAL PHYSICAL REQUIREMENTS**

Sitting for extended periods of time daily; standing and walking short distances. Minimal twisting, bending, stooping and lifting in the performance of assigned duties. Normal manual dexterity and eye-hand coordination required; repeated hand-wrist movement required. Corrected vision to normal range; normal hearing and talking is required; verbal communications required; ability to use a variety of office equipment and machines as referenced. Good memory and recall are necessary for the accurate and timely transfer of information.

**TYPICAL WORKING CONDITIONS**

Assigned work is normally performed in an office environment. Continuous contact with other staff, citizens, other agencies and businesses as well as the general public.