



Accounting Technician

Department/Division:	Finance/Accounting
Reports To:	Accountant, Senior Accountant or Finance Services Manager
Provides Direction To:	Not applicable
Exemption Status:	Non-exempt
Date Prepared:	June 14, 2007

GENERAL PURPOSE

Under general supervision, performs difficult and responsible accounting support and administrative work in the preparation, processing and maintenance of complicated accounting and financial records; and performs related duties as assigned.

CLASS CHARACTERISTICS

The Accounting Technician is distinguished from the Accounting Clerk by its more specialized knowledge of payroll and fund accounting procedures. As compared with the Senior Accountant and Finance Services Manager, the Accounting Technician does not exercise technical direction or functional supervision over staff, and does not prepare professional accounting reports, or coordinate the City's audit functions.

ESSENTIAL FUNCTIONS

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 class.

1. Prepares monthly journal entries and transactions.
2. Reconciles monthly bank statements and daily cash balances in operating accounts; researches accounting transactions to make sure general ledger is in balance.
3. Assists with year-end close and annual audit.
4. Receives and reconciles payroll records and timesheets, and ensures compliance with City policies, procedures, and regulations; reviews payroll rates and changes.
5. Assists employees with changes in payroll deduction, account information, and personal data, inputs new deductions and changes, such as deferred compensation and direct deposit changes, tax withholding exemptions, accrual rates, and additional payments.

ESSENTIAL FUNCTIONS (continued)

6. Processes payroll and generates paychecks, direct deposit and payroll reports; runs special checks, balances unpaid accrual earnings and overtime payments, and calculates retroactive payments, as needed.
7. Prepares and balances payroll and all related federal and State payroll reports, including tax deposits and reconciliation reports
8. Prepares and transmits garnishments, donations, union dues and other payments for handling by accounting clerical personnel; responds to payroll verification requests and subpoenas.
9. Reviews and analyzes payroll schedules, labor agreements, and benefit payments and implements changes in records in computerized tables; updates payroll procedural manual.
10. Posts and verifies annual adjustments to payroll records as part of W-2 and fringe benefit reporting; reconciles year-end accumulations and roll-overs into the new year.
11. Prepares invoices for COBRA health insurance, booking fees, property damage, and other forms of employee reimbursement and accounts receivable transactions; posts payments to journals and General Ledger.
12. Posts payments for Housing and Community Development loans, interest payments, and loan payoffs.
13. Posts and reconciles daily cash receipts to General Ledger.

QUALIFICATIONS GUIDELINES

Knowledge of:

Payroll accounting practices and procedures; accounts receivable, cash reporting, and accounts payable procedures; accrual methods and billing procedures; General Ledger adjustment practices; principles, practices, terminology, and forms used in bookkeeping and accounting work; Housing and Community Development and fund accounting procedures; City Municipal Code; labor agreements and employee salary and benefit schedules; standard office methods, practices and procedures; basic math.

Ability to:

Perform technical and clerical accounting work; operate computer hardware and use word processing, spreadsheet, and database software applications; operate standard office equipment; prepare accurate departmental reports; make arithmetical calculations with speed and accuracy; analyze financial records and identify and correct

errors; communicate effectively orally and in writing; establish and maintain cooperative relationships with vendors, contractors, staff and management.

Education/Training/Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent and three years of increasingly responsible and complex clerical and technical accounting experience performing financial or statistical work; or an equivalent combination of training and experience.

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

The position requires constant sitting and occasional walking and standing; the employee talks and hears, both in person and by telephone. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The employee uses hands to operate, finger, handle or feel office equipment; and reach with hands and arms. The employee bends, stoops, or squats to access, place and retrieve files, supplies and records, and reaches, lifts, and move records and documents weighing up to 20 pounds.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data; use math and mathematical reasoning; analyze and solve problems; learn and apply new information; perform highly detailed work on multiple, concurrent tasks; meet intensive and changing deadlines and interact with City officials, City staff, customers and the public.

WORK ENVIRONMENT

The employee typically works in office conditions; the noise level is frequently quiet or moderately quiet.