

# **CITY OF SCOTTS VALLEY**

## **CLASS SPECIFICATION SENIOR ACCOUNTING / HUMAN RESOURCES TECHNICIAN**

### **JOB PURPOSE**

Under general supervision, performs highly technical accounting work in the maintenance and preparation of financial records and reports, revenue and tax collections; processes and/or oversees the payroll function and/or accounts payable/receivable function; performs a variety of technical human resources support functions; assists with the new-hire orientation process and benefits administration and enrollment; assists in completing various personnel studies and reports; provides customer service to both public and internal customers; may supervise other personnel; and performs related work as required.

### **EXAMPLES OF DUTIES**

#### **Essential Duties:**

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

- May perform any of the duties set forth in the class specification of Accounting Technician;
- Records data and maintains statistical and financial records and logs; performs data entry; checks, verifies, and files financial data;
- Receives and processes payments; issues receipts, completes proper forms, maintains and balances appropriate records for proper accounting of payments made; balances cash box/ drawer;
- Processes invoices for payment; matches to purchase order; verifies receipt, calculations, and proper billing amount; allocates to proper accounts; contacts vendors when problems arise;
- Prepares a variety of materials which may include letters, reports, purchase orders, bidding sheets, and warrants;
- Supervises and/or processes payroll by entering time records, producing paychecks or direct deposit entries, distributing labor, preparing tax returns, benefits reports, leave reports, W-2's, check register, and making minor program changes as required;
- Coordinates the preparation of all backup to discs to prevent loss of data;
- Balances summary accounts;
- Prepares specialized accounting, financial, and statistical reports;
- Makes special accounting studies and financial analyses of municipal activities and accounts as requested;
- Acts as information source to employees regarding deductions and general payroll policies and procedures;
- Resolves payroll-related problems with employees;
- Maintains purchase order system and balances to accounting records;
- Assists with tracking costs of grant-funded projects;

- May assist with reconciliation of bank accounts;
- Is knowledgeable in the operation of all office machines and computer software necessary to maintain financial and human resources records and trains other office staff in the use of office machines;
- Conducts orientations for newly hired employees and answers employee questions regarding benefits, open enrollment periods, and other information regarding employee benefits;
- Organizes and maintains various administrative, confidential, reference, and follow-up files; establishes and maintains several tickler and tracking systems related to employee benefits, including employee leave times related to family and medical and/or disability;
- Coordinates employee benefit programs to ensure that employees do not incur a loss of income due to illness or injury;
- Assists in administering the retiree medical benefit program by helping retiring employees with the appropriate paperwork and documentation;
- Calculates, prepares, and processes insurance benefit billings and payments;
- Enrolls employees into COBRA as required, ensures that employees received appropriate COBRA notices and related communication, and track COBRA enrollees;
- Prepares and completes necessary reports and documentation regarding State-mandated new-employee and other reporting requirements.
- Responds to salary and benefits surveys;
- Completes written employment verifications;
- Assist with completing Department of Motor Vehicle Pull Program forms; maintain City driver list;
- Assist with preparing employee evaluation notices for Department Heads;
- Assist with routine recruitment and testing assignments such as: coordinating recruitment and testing activities for classes with standardized exam plans, screening applications, counseling employees and applicants regarding training, education and experience requirements for City employment;
- Assist with scheduling and coordinating rating panels, proctors, facilities and materials; assist with rating panels as necessary;
- Updates and maintains a variety of logs and records;
- Monitors collective bargaining agreements and implements their provisions as they relate to payroll and benefits;
- Summarizes Public Employees' Retirement System information and adjustments for each payroll period as required for data entry into PERS on-line system;
- Hears adequately to converse on the telephone and in person;
- Intermittently bends and twists to reach equipment on surrounding desk;
- Grasps files, documents and equipment with right and left hands;
- Sits at a desk using near vision for long periods of time;
- Works indoors in an office environment subject to heat/cold and fragrances such as perfumes;

***Marginal Duties:***

- Performs related duties similar to the above in scope and function as required;

## **EMPLOYMENT STANDARDS**

**Education, Experience and Licenses:** Any combination of training and experience which would

provide the required knowledge and abilities is qualifying. A typical way to obtain this knowledge and abilities would be five years of responsible technical accounting experience at the journey or higher level that demonstrates application or possession of the required knowledge and abilities. Some experience in technical human resources functions are highly desirable. Formal education in bookkeeping or accounting may be substituted for the required experience on an hour-for-hour basis. Possession of a valid California motor vehicle operator's license.

**Ability to:** Effectively perform/apply the proper account record keeping procedures and rules used in assigned area(s); prepare financial reports and accounting and statistical reports; analyze and evaluate accounting data; count and perform moderately complex arithmetical calculations with speed and accuracy; interpret, apply and explain policies, procedures and practices of human resources administration; review human resources documents for completeness and accuracy; maintain accurate and confidential personnel records; perform technical human resources support work; review, balance and reconcile employee benefit records; read, comprehend and apply official documents and instruction manuals; reason and learn new techniques and equipment, especially computer hardware and software; operate a variety of office machines and equipment including typewriter, copier, calculator, and computer; operates all office machines and computer systems necessary to maintain financial and human resources records; prepare clear and concise reports; supervise, train, and evaluate personnel; establish and maintain effective work relationships with those contacted in the performance of required duties; follow oral and written instructions; communicate effectively with those contacted in the course of work; perform a variety of technical/clerical Finance Department assignments and assignments related to human resources with speed and accuracy.

**Knowledge of:** General methods, principles, and practices of financial and statistical record keeping; policies, procedures, and regulations of the financial record keeping area(s) to which assigned; basic principles and practices of human resources in a public agency setting; proper office methods, procedures and practices; proper English usage, grammar, punctuation, vocabulary and spelling; basic spreadsheet and word processing programs related to accounting and human resources functions related to accounting and human resources functions.

**CITY COUNCIL APPROVAL DATE: August 15, 2007**