

# CITY OF SCOTTS VALLEY CLASS SPECIFICATION

## SENIOR ACCOUNTING 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; may supervise other personnel; processes and/or oversees the payroll function, accounts payable/receivables function; provide customer service to both public and internal customers; and to do 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;
- Is knowledgeable in the operation of all office machines and computer software necessary to maintain financial records and trains other office staff in the use of office machines;
- 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;
- 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. 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; supervise, train, and evaluate personnel; prepare clear and concise reports; operates all office machines and computer systems necessary to maintain financial records; count and perform moderately complex arithmetical calculations; reason and learn new techniques and equipment, especially computer hardware and software; read, comprehend and apply official documents and instruction manuals; follow oral and written instructions; communicate effectively with those contacted in the course of work; perform arithmetic calculations with speed and accuracy; operate a variety of office machines and equipment including typewriter, copier, calculator, and computer; establish and maintain effective work relationships with those contacted in the performance of required duties; perform a variety of technical/clerical Finance Department assignments with speed and accuracy.

**Knowledge of:** General methods, principles, and practices of financial and statistical record keeping; policies, procedures, and regulation of the financial record keeping area(s) to which assigned; proper office methods, procedures and practices; proper English usage, grammar, punctuation, vocabulary and spelling; basic spreadsheet and word processing programs.

CITY COUNCIL APPROVAL DATE: January 16, 2002