



# EMPLOYMENT OPPORTUNITY

## Accounting Technician

**Salary:** \$24.10 - \$34.05 Hourly

**Job Type:** Full-Time

**Department:** Finance

**Benefits:** Benefits Eligible

Under general supervision, performs complex paraprofessional duties related to general accounting work, accounts payable, and payroll processing; maintains Town financial accounts and records and assists in the preparation of financial reports and analyses; provides responsible technical and clerical accounting support to professional staff; and performs related work as required.

### Job Functions

- Verifies, posts, and records a variety of financial transactions; prepares and maintains database and records a variety of periodic and special financial, accounting, and statistical reports.
- Enters and retrieves information using standard word processing and spreadsheet software.
- Reconciles transactions and data as directed; records changes and resolves differences, maintains the accuracy of accounting and financial records.
- Provides information to the public or Town staff that requires the use of judgment and the interpretation of rules or procedures; meets with the public to obtain data, interpret information, and answer questions; prepares correspondence independently to answer questions, request information, or provide explanations.
- Performs a variety of general office support work, such as organizing and maintaining various files, typing correspondence, reports, forms, and specialized documents; proofreads and checks materials for accuracy, completeness, and compliance with Town and department policies and regulations.
- Processes contracts and bids, including maintaining complete and accurate records, auditing progress payments, and preparing the appropriate correspondence.
- Works with Town departments to assist in preparing a variety of tax forms, grant applications, and special reports.
- Interprets and applies Federal, State, and local laws and regulations concerning financial and statistical transactions and reports.
- Assists Assistant Director of Finance with special projects as required.
- Performs other duties as assigned.

### When performing accounts payable-related duties:

- Processes and maintains all accounts payable transactions in compliance with all applicable rules, regulations, and ordinances.
- Receives invoices from all departments and ensures proper handling, routing, approvals, and coding.

- Ensures that all invoices and payments are accurate; reconciles vendor and contract payments against agreed upon terms; confers with vendors as necessary; enters data into the automated accounts payable system to produce payment and verifies accuracy; prepares checks for payment; prepares payments for mailing and files copies with backup.
- Examines and corrects accounting transactions related to accounts payable to ensure accuracy; prepares journal entries and reconciles related general ledger and subsidiary accounts.
- Receives inquiries from vendors and Town departments regarding accounts payable via telephone, fax, or mail; resolves any issues, problems, or requests using established procedures.

#### **When performing payroll-related duties:**

- Receives, reviews, verifies, and processes time recording documents to prepare payroll for all Town employees; audits such documents for completeness, accuracy, and compliance with rules and regulations.
- Maintains records of employee payroll deductions, retirement, insurance choices, garnishments, and other factors related to payroll; prepares reports and payments for various tax, financial, and insurance organizations.
- Processes payroll data; verifies and checks data produced and distributes as required; prepares and enters appropriate general ledger entries.
- Reviews, corrects, and approves all payroll transaction documents before posting, including pay/time/file adjustments, requests for supplemental checks, and manual checks.
- Examines and corrects accounting transactions related to payroll to ensure accuracy; prepares journal entries and reconciles related general ledger and subsidiary accounts.
- Assists Town staff and outside agencies with payroll questions and requests; researches and resolves issues related to payroll, leave, balances, benefits, and other deductions, and other payroll related matters.
- Researches changes to wage and hour ordinances; recommends and implements procedural changes to comply with Federal, State, and local wage and hour laws, codes, and ordinances, including departmental policies and procedures.

#### **Qualifications**

*Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12th) grade, supplemented by college level coursework or specialized training in accounts payable, payroll, general accounting, or a related field, and three (3) years of experience that has included the maintenance, processing, and preparation of employee payroll and/or financial and accounting processing, and record keeping. Experience in a public agency setting is desirable. Some experience and/or training in the use of Microsoft Office Products and other modern software applications.

#### **License:**

- Valid California class C driver's license with satisfactory driving record and automobile insurance.

## **S e l e c t i o n   P r o c e s s**

A completed Town employment application is required by the close of recruitment on **Thursday, June 15<sup>th</sup>, 2023, at 5:30 pm**. An application package is available at the Town of Apple Valley, 14975 Dale Evans Parkway, Apple Valley 92307, or on our website at [www.applevalley.org](http://www.applevalley.org). Applications may be completed online, or mailed/delivered to 14955 Dale Evans Parkway, Apple Valley 92307 Attn: Human Resources. The Town of Apple Valley participates in the E-Verify program.

*The Town of Apple Valley does not discriminate based on age, sex, race, religion, national origin, marital status, sexual orientation, or handicap status in its employment actions. If the applicant has a disability that may require accommodation, please contact Human Resources in writing at the time application is submitted.*