



## Accounting Technician, Senior

### SUMMARY

Under general supervision, performs complex para-professional duties related primarily to payroll to include payroll processing, general accounting work, and accounts payable; 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.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision. No direct supervision of staff is exercised. May exercise technical and functional lead supervision over and provide training to lower-level staff.

**ESSENTIAL FUNCTIONS** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Essential duties and responsibilities may include, but are not limited to, the following:*

- 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.
- 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.
- Works with Town departments to assist in preparing a variety of tax forms and special reports.
- Interprets and applies Federal, State, and local laws and regulations concerning financial and statistical transactions and reports.
- Assists supervisory staff with special projects as required.
- Performs other duties as assigned.

### Payroll-related duties:

- Processes time recording documents to prepare payroll for all Town employees; audits such documents for completeness, accuracy, and compliance with Personnel Policy and Procedure requirements.
- Maintains records of employee payroll deductions, retirement, garnishments, and other factors related to payroll; prepares reports and payments for various payroll related 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.
- Reconciles and prepares quarterly tax reports, annual W-2 processing along with calendar and fiscal

year-end reports and records.

- Assists Town staff and outside agencies with payroll questions and requests; researches and resolves issues related to payroll, leave balances, and other deductions associated with payroll.
- Recommends and implements procedural changes to comply with Federal, State, and local wage and hour laws, codes, and ordinances, including departmental policies and procedures.
- Maintains confidentiality of Town documents and records.

**Accounts payable-related duties:**

- Performs tasks associated with Accounts Payable position on occasion.
- Processes and maintains 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.

**DISTINGUISHING CHARACTERISTICS**

This is the advanced journey-level class in the paraprofessional accounting series. Incumbents perform more complex duties in the preparation, administration, and maintenance of Town payroll records, ensuring processes are in accordance with all applicable legal requirements. Senior Accounting Technician is distinguished from Accountant in that incumbents in the latter class perform accounting duties that require knowledge and the ability to apply professional accounting theories, principles, and practices in the preparation and evaluation of financial and accounting records, transactions, and reports.

**MINIMUM QUALIFICATIONS**

**Education, Training, and Experience Guidelines**

*An equivalent combination of training and experience that would provide the required knowledge, skills and abilities may be considered. 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 payroll and accounts payable, 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.

**LICENSE AND CERTIFICATION REQUIREMENTS**

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

**Knowledge of:**

- The Town's payroll system and associated practices and procedures for processing payroll information and interpreting input and output data.
- Methods, practices, documents, and terminology used in processing payroll transactions and in payroll recordkeeping.
- Federal, state and local laws, regulations, rules, and guidelines applicable to timekeeping, payroll preparation, and pay reporting.
- Basic public agency finance and accounting functions, payroll and accounts payable processes.

- Record keeping, information processing requirements, and rules and policies related to the production of an employee payroll.
- Payroll reporting and payment requirements of various Federal and State agencies and benefit providers.
- Principles and practices of auditing payroll documents.
- Computerized finance systems and computer software and systems related to finance, accounting, and payroll processes.
- Exercising tact and diplomacy in interpersonal dealings with sensitive situations.
- Establishing and maintaining effective working relationships.
- English usage, grammar, spelling, vocabulary, and punctuation.

**Ability to:**

- Interpret, apply, and explain policies, procedures, and regulations of accounting, accounts payable, payroll, and basic employee benefits processes.
- Understand and interpret the principles, laws, rules, regulations, and procedures involving accounts payable, payroll, and employee record keeping functions.
- Review accounts payable, payroll, and other financial documents for completeness and accuracy.
- Review, post, balance, reconcile, and maintain accurate and confidential payroll and financial records.
- Work closely with staff to maintain a high level of integrity and confidentiality when dealing with sensitive and complex payroll issues.
- Compose correspondence and reports independently or from brief instructions.
- Establish, maintain, and research files.
- Make accurate arithmetic, financial, and statistical computations.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Organize own work, set priorities, and meet critical time deadlines.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Operate modern office equipment, including computer equipment and specialized software application programs.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

\*FLSA designations cannot be assigned to a class. An employer must show that each employee meets every requirement of the claimed exemption. The FLSA designation listed above is for general administrative guidelines.