



ACCOUNTING TECHNICIAN

Department:	Finance	FLSA Status:	Non-Exempt
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GENERAL PURPOSE: Under the direction of the Finance Director coordinates and performs a variety of skilled technical accounting functions; prepares and processes the City's payroll; reviews and processes accounts payable invoices; reconciles cash and checks received by the City; prepares daily bank deposits; compiles and analyzes financial data; prepares payroll and/or other types of financial reports; provides customer service to the public; processes and issues Business Licenses; and performs other related duties as assigned.

TYPICAL DUTIES:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Prepares and ensures the timely and accurate processing of the City's employee payroll.
- Prepares and submits State and Federal payroll reports in accordance with reporting requirements.
- Responds to payroll inquiries from City employees; researches and resolves payroll issues.
- Schedules and coordinates staff open enrollment and pre-tax meetings with insurance agents.
- Enrolls employees in the City's health, dental, vision, and retirement programs.
- Conducts a variety of accounts payable functions; reviews and verifies the accuracy of invoices; inputs accounts payable data; prepares invoices for payment; prints and mails checks to vendors.
- Responds to, researches, and resolves billing inquiries from vendors.
- Processes and sends out miscellaneous billing/invoices to various outside agencies and customers.
- Prepares and submits independent contractor reporting as required by the State; requests W-9's from independent vendors; maintains the W-9 list of independent vendors; processes vendor 1099's.
- Receives and processes business tax applications; schedules related inspections; collects licensing fees; issues Business Licenses to customers upon approval by appropriate City departments.
- Processes quarterly Business License billing; sends out customer reminders; collects license fees.
- Reconciles daily cash and checks received by the City; prepares bank deposits.

- Coordinates the ordering of office supplies; monitors and maintains supply inventories.
- Performs other related duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma or equivalent combined with supplemental coursework in accounting; AND five years payroll and accounts payable experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess a valid California Driver's License.

Required Knowledge of:

- Finance Department operations, policies, and procedures.
- Principles of accounting and bookkeeping.
- Payroll principles, processes, and procedures.
- Regulations governing accounting and payroll activities.
- Accounting/payroll records, reports, and documentation.
- Processes for issuing Business Licenses.
- Customer service standards and protocol.
- Modern office equipment and use of computers, word processing, email, and calendars.

Required Skill in:

- Coordinating and conducting a variety of skilled technical accounting functions.
- Preparing and processing the City's employee payroll.
- Maintaining payroll records and preparing/submitted payroll reports.
- Processing accounts payable invoices and issuing payments to vendors.
- Responding to payroll/accounting inquiries from City employees and vendors.
- Processing Business License applications and issuing licenses to customers upon approval.
- Processing Business License applications and issuing licenses to customers upon approval.
- Establishing and maintaining cooperative working relationships with other staff, City departments and personnel, outside agencies, and the general public.

Physical Demands/Work Environment:

- Work is performed in a standard office environment.
- Subject to sitting for extended periods of time, standing, walking, bending, reaching, and occasional lifting of objects up to 25 pounds.