

**City of Grass Valley
JOB DESCRIPTION**



Accounting Technician

Position: Accounting Technician

FLSA Status: Non-Exempt

Department: Finance/Admin Services

Unit: 2 /Classified Full-Time Position

Reports To: Director of Finance/Admin Services

Adopted: June 18, 2013

SUMMARY OF JOB PURPOSE

Performs routinely difficult paraprofessional accounting duties related to setting up, monitoring and maintaining records of a variety of financial or accounting transactions; record and report financial transactions for the City; review departmental accounting records for accuracy. This classification assists in the preparation, maintenance and analysis of financial records for accounting transactions which may include general ledger, banking, cash reconciliation, recording and reporting various revenues (taxes, utilities, business licenses, assessments, grants), accounts receivable, accounts payable, payroll, employee benefits, grant administration, budget, financial reporting, and provides general staff support for the department.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Director of Finance/Administrative Services and Administrative Services Manager.

Responsibilities may include indirect supervision of clerical personnel, interns and volunteers.

ESSENTIAL FUNCTIONS (include but are not limited to listed tasks)

1. Performs audits of, and validates, accounts payable invoices, contracts and payroll, including verification of compliance with City policies, ordinances and resolutions;
2. Performs project cost accounting and internal audits, including audits of major revenue sources;
3. Utilizes spreadsheets and computer database systems; enters, posts, verifies, analyzes and handles and retrieves a wide variety of routine to complex accounting data; and distributes required reports;
4. Maintains and monitors records on City's fixed assets, calculates and records depreciation expense, monitors and accounts for fixed asset purchases and disposals;

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5. Assists in budget accounting, preparation, control and reporting;
 6. Prepares various technical reports to meet external reporting requirements, such as quarterly tax returns, employee W-2 statements, vendor 1099 statements, sales tax returns, PERS retirement contributions, grant reporting and banking reports.
 7. Provides technical guidance to lower level department personnel in accounts receivable, purchasing, accounts payable, payroll and other accounting functions;
 8. Provide accurate and timely information and assistance to employees;
 9. May assist in the accounting, processing, reporting and reconciliations related to grants;
 10. Assists in maintaining quality assurance over general ledger and subsidiary ledger account balances through account analysis, reconciliation, preparation of journal entries, and processing of corrections as needed;
 11. Provide technical staff support when needed to process and review for accuracy and policy compliance;
 12. Assists with special assessment district administration;
 13. May assist with or perform all functions related to processing business license applications and renewals;
 14. Provide backup support for other positions within the department including payroll, accounts payable, grant accounting and purchasing.
 15. Receive, research and respond to inquiries from the public at the front counter, via telephone or email;
 16. Research and respond to employee and City departments' questions regarding accounting procedures, status of accounts or payments, payroll, or other transaction matters;
 17. Provide assistance to outside auditing firms;
 18. May serve on City-wide committees;
 19. May assist in preparation of financial statements, supporting accounting reports, and audit work papers for the City and its component units in accordance with generally accepted accounting principles and governmental accounting reporting standards;
 20. Handle and manage cash receipts, including daily cash receipts reconciliation and posting;
 21. Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service;
 22. Provide service to customers at the public counter and respond to a variety of public inquiries;
 23. Perform related duties as assigned.

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KNOWLEDGE, SKILLS & ABILITIES

Knowledge of:

1. Practices, methods and terminology used in financial and statistical record keeping;
2. Basic principles of Generally Accepted Accounting Principles (GAAP)
3. Basic principles of Fund Accounting and Governmental Accounting;
4. Principles of financial administration, including budgeting and reporting;
5. Principles used in record keeping and filing;
6. Basic and more complex math and its applications;
7. Modern office equipment and procedures including use of word processing and spreadsheet applications;
8. Principles and practices of research and statistical methods;
9. Principles of customer service;
10. Cash handling procedures.

Skills in:

1. Preparing, examining and verifying a variety of financial statements, reconciliations and reports;
2. Applying rules and regulations to specific cases;
3. Establishing and maintaining effective working relationships with those contacted in the course of work;
4. Establishing, revising, maintaining fiscal records and procedures;
5. Understanding and applying pertinent laws, policies and procedures;

Ability to:

1. Perform a variety of difficult and responsible duties and tasks related to accounting, payroll, accounts payable, accounts receivable, grant management and accounting practices, and financial operations in a governmental environment;
2. Understand and interpret complex policies, procedures and regulations;
3. Understand and apply laws, rules, and regulations to specific accounting and financial transactions;
4. Analyze and interpret financial data and accounting records;
5. Maintain confidentiality of work performed and information received;

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6. Perform assigned duties and tasks using independent judgment and personal initiative;
 7. Research issues related to assigned areas of responsibility and identify and solve problems;
 8. Follow oral and written instructions;
 9. Communicate clearly, concisely and effectively, both orally and in writing;
 10. Maintain cooperative working relationships with the general public and employees with an emphasis on customer service;
 11. Perform duties with limited supervision;
 12. Recognize, prioritize and accomplish required tasks;
 13. Operate a computer using word processing and business software, including specialized financial software, and other office equipment;
 14. Carry out the mission of the City and the Administrative Services/Finance Department maintaining adherence to the City's organizational values.
 15. Work in a rapidly changing environment.

QUALIFICATIONS

To perform this job successfully, an incumbent must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE

A typical way to obtain the knowledge, skills and ability to perform this job is:

1. Equivalent to an Associate's Degree from an accredited college or university in accounting, business, bookkeeping or related field and 2 years of municipal or closely related paraprofessional accounting experience.
2. A Bachelor's Degree or higher in a related field from an accredited college or university may substitute for one (1) year of experience.

CERTIFICATES, LICENSES, REGISTRATIONS

1. Must have a valid State of California Class C Driver's License with an acceptable driving record to attend meetings, training, or classes.
2. Pass appropriate background check prior to hire date (due to cash management and cashiering duties).

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LANGUAGE SKILLS

Ability to read, write and communicate in English at a level required for successful job performance. Effectively present information and respond to questions from managers, employees, and the general public.

MATHEMATICAL SKILLS

Ability to use and understand basic mathematical concepts such as: adding, subtracting, multiplying, dividing, simple fractions and percentages.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, orally or in diagram form; analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or procedures. Ability to define problems, collect data, establish facts, and articulate valid conclusions; and interpret an extensive variety of regulatory or technical instructions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job the employee is regularly required to stand, walk, sit, drive, use hands and fingers, handle or feel, reach with hands and arms, grasp, hold, and manipulate office equipment and talk and hear. The employee is occasionally required carry up to 25 pounds alone. The employee may occasionally be required to stoop, crawl, crouch, balance or climb short distances. Specific vision ability required by this job includes close vision, color vision, peripheral vision, depth perception and ability to adjust focus with or without ocular aids.

WORKING ENVIRONMENT

The work environment is typical of an office setting with associated noise from office equipment, building HVAC, adjacent roadway activity and other employees.

GENERAL

The City reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.

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I have read and understand the contents of this job description, and I have received a copy of this job description for my records.

Print Name: _____

Signature: _____

Date: _____

Adopted: August 8, 2000
Revised: June 28, 2005
Revised: June 18, 2013

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