



ACCOUNTING TECHNICIAN

Department:	Finance	FLSA Status:	Non-Exempt
-------------	----------------	--------------	-------------------

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 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.

JOB DESCRIPTION

Accounting Technician

- 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.

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.
- 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.