



Accounting Technician

An accounting position with an emphasis in payroll processing and automated payroll processing systems.

Full Time

Benefited Position – FLSA Non-Exempt

Range 29 Step 1 \$22.2851 – Step 5 \$27.0877

Application Deadline: Applications and Supplemental Questionnaires must be received by 4:00 p.m., September 11, 2017. Although a resume may be submitted, it will not be accepted as a substitute for any of the required application documents. Postmarks are not accepted. Applications received after 4:00 p.m., September 11, 2017 will not be accepted.

DEFINITION

Under general supervision, performs routine to complex technical and administrative accounting and financial support duties in the preparation, maintenance, and processing of accounting records and transactions, including payroll, accounts receivable, accounts payable and business licenses; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This a journey-level class performing the full range of technical work in all of the following areas: payroll, accounts receivable, accounts payable, and business licenses, in addition to performing a wide variety of record keeping, reconciliation, and account support activities. Positions at this level work independently and exercise judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Administrative Analyst in that the latter is a professional-level class performing work under minimal supervision, requiring a four-year college or university degree, and exercises a higher level of discretion and independent decision-making.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)



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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.

- **Performs technical and administrative accounting and financial support duties, including payroll, accounts receivable, accounts payable, business licenses, ambulance billing, .**
- Reviews accounts payable data for accuracy; generates and sends invoices to vendors, individuals, and other agencies; updates accounts receivable spreadsheets with new invoices; sends additional invoices as necessary.
- Interacts with vendors over the phone regarding statements and invoices; answers any questions or concerns vendors may have regarding payments and related issues.
- Reviews daily cash receipts for errors; makes necessary corrections; inputs cash receipt batches into City's accounting system.
- Prepares the daily bank deposits and delivers it directly to the bank.
- **Maintains the City's leases; corresponds with tenants; collects rents and percentage rents from businesses; maintains and ensures renters have proper insurance liability certificates.**
- Processes forms and maintains accounts for transient occupancy tax, wharfage admissions, and use fees; prepares monthly reports and tax reports; maintains related files.
- Processes all business licenses; sends renewal notices; prepares and sends correspondence, including late letters; assesses penalties for late payments; assists with the performance of the annual business audits.
- **Verifies, posts, and records a variety of financial transactions; prepares and maintains spreadsheets, records, and a variety of periodic and special financial and accounting reports.**
- Receives, reviews, verifies, and processes time recording documents to prepare payroll for all City employees; audits such documents for completeness, accuracy, and compliance with rules and regulations; prepares and balances payroll reports and records.
- **Processes, calculates, and maintains records of a variety of payroll actions, including new-hire set up, overtime hours, cost-of-living adjustments, incentive and/or premium pay, retroactive pay, benefits withholdings, wage garnishments, workers compensation claims, and final paychecks and pay-offs based on appropriate provisions; maintains employee records for voluntary and non-voluntary deductions; prepares payroll warrants and wire transfers; prepares reports and payments for various tax, financial, and insurance organizations.**



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- Interprets, applies, explains, and ensures compliance with provisions of collective bargaining contracts and personnel rules as they apply to payroll and a wide variety of paid and unpaid leave usage.
- **Applies and ensures compliance with applicable tax laws and rulings with regard to the employee benefits program as well as earnings.**
- **Receives and verifies timesheets; checks for available sick leave and vacation days and other types of available leave days and inputs into payroll system; advises supervisors and employees on requirements of union contracts for time reporting.**
- **Processes personnel transactions making appropriate adjustments/changes in the payroll system.**
- **Prepares reports and payments for employee retirement benefits; prepares quarterly Federal and State tax reports.**
- **Generates and assists in the preparation of monthly, quarterly, and year-end financial, summary and technical reports, as directed.**
- Orders office supplies for all departments; orders dog licenses and maintains related records;
- Assists at the front counter with the public; answering questions and processing requests; responds to inquiries from employees, customers, and others; refers the public, when necessary, to appropriate persons.
- Performs general office support duties such as filing and record keeping, prepares correspondence, and sorts and distributes mail.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Public agency finance and account functions including payroll, accounts receivable, accounts payable, and business licenses.
- Computerized accounting and finance systems and computer software and systems related to finance and payroll processes; other computer applications related to work, including word processing and spreadsheet software.
- Generally accepted accounting principles and procedures and their application to accounting transactions and records maintenance.



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- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Modern office practices, methods, and computer equipment.
- Record keeping principles and procedures.
- Business arithmetic and statistical techniques.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Perform a variety of detailed and technical accounting and financial support duties.
- Review payroll and other financial documents for completeness and accuracy.
- Make accurate arithmetic and financial computations.
- Prepare and maintain a variety of routine financial statements, reports, records, and files.
- Examine and verify financial documents and reports.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Organize own work, set priorities and meet critical time deadlines.
- Operate modern office equipment including computer and handheld equipment and software 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, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to possession of a high school diploma and two (2) years of responsible clerical accounting experience, including financial or statistical record keeping, cashiering, accounts receivable, accounts



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payable, business licensing, and payroll. Previous accounting related experience in a government agency is desirable. Associates degree in accounting is preferred.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

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, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer 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 weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

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.



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Name of Applicant: _____

Accounting Technician Supplemental Questionnaire

As stated in the announcement for this position, a completed Supplemental Questionnaire must be submitted with your application for employment in order to be considered in the selection process. The questionnaire provides you an opportunity to present your qualifications for the Accounting Technician assigned to the Finance Department. Please answer each question as accurately and thoroughly as possible. Your responses to these questions will determine whether you are among the most qualified of the applicants that will continue in the selection process. Incomplete questionnaires will not be considered.

Your answers should be concise, complete and clear. Be specific as to how many years of experience you possess, your role and where the experience was gained, being sure to highlight experience in a municipal or other governmental setting.

1. Please list all college level coursework completed in bookkeeping, accounting, business administration, or related field(s). Include course title(s) and school(s) attended.



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2. Accounting Technician requires a minimum of two years (full-time equivalent) increasingly responsible accounting support work. Please describe how your work experience meets the requirement of increasingly responsible work.

3. Describe your experience processing payroll. Include primary duties, your role and level of responsibility.

4. If you possess payroll experience, please describe any experience in processing payroll for municipal or governmental entities. If no experience, indicate "N/A".

5. The City of Avalon uses Sentric Workforce to process payroll. Describe electronic and/or automated payroll systems you have used.

6. Describe your experience processing: a. Accounts Receivable b. employee benefits or personnel records



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BENEFITS FOR FULL TIME EMPLOYEES

TERMS OF EMPLOYMENT

All employees hired as a Full Time are subject to a six month probationary period and considered at-will.

UNION MEMBERSHIP

Accepting employment in a position in this classification requires the individual to be a member of the Avalon Municipal Employee Association.

RETIREMENT

Membership in the California Public Employees Retirement System (CALPERS) is required. The Classic Employees pays up to 7% into retirement. The PEPRAs employee pays 6.25%.

EMPLOYEE ASSISTANCE PROGRAM

An Employee Assistance Program (EAP) is available to provide help to employees and members of their families who are experiencing personal problems. For more information contact the Human Resources Department.

PAID HOLIDAYS

Full Time Employees receive 12 paid holidays per calendar year designated in the AMEA Memorandum of Understanding (MOU)

FLOATING HOLIDAYS

Employees receive up to 2 floating holidays per year and cannot be carried over.

VACATION LEAVE

Employees with 0-4 years of services will accrue 80 hours of vacation per year. 5-9 years of service will accrue 120 hours of vacation a year. 9- Up will accrue 160 hours of vacation a year.

SICK LEAVE

Employees will accrue up to 8 hours per month of sick time.



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MEDICAL PLAN

Employees can choose a medical plan through CALPERS and are required to pay a portion of the premium per the Employee's MOU.

DENTAL PLAN

Employees and their families are covered 100% by the City's Delta Dental PPO Plan.

VISION PLAN

Employees and their families are covered 100% by the City's Eye Med Vision Plan.

VOLUNTARY INSURANCE PLANS

Optional Short Term Disability, Hospitalization, Accident and Cancer insurance policies are available at the employee's cost.

DEFERRED COMPENSATION Employees can participate in a CALPERS sponsored 457 plan and is available at the employee's cost.

A LOYALTY OATH A loyalty oath is required for each employee prior to actual employment.