

## JOB DESCRIPTION

City of Patterson



Human Resources

## ACCOUNTING TECHNICIAN

### JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Under limited supervision, the paraprofessional Accounting Technician performs detailed and complex technical accounting duties including: maintenance of the general ledger, a wide range of payroll processing activities and reconciliation of checking accounts; assists in the preparation of a variety of financial reports; provides technical assistance to higher-level accounting staff ; serves as liaison on accounting functions to other City departments and staff; may provide functional guidance to less experienced staff; and performs related duties as required and/or assigned.

### SUPERVISION RECEIVED AND EXERCISED

Receives limited supervision from the Supervising Accountant and oversight from the Finance Director.

Has no responsibility for supervising others; but may provide guidance to less experienced staff.

### ESSENTIAL DUTIES

*Typical essential duties may include, but are not limited to, the following:*

Performs a variety of computerized accounting duties including but not limited to general ledger, payroll, and reconciles and balances fund accounts.

Prepares and processes payroll; compiles payroll data from timesheets and other records; generates computer reports necessary to compute and verify payroll data; calculates withholding; creates checks; downloads and transmits direct deposits and related transactions; prepares third party payments and responds to all questions regarding payroll.

Maintains and updates master payroll records including the production of employee pay checks and accrual calculations.

Researches and adheres to payroll practices and procedures as defined within Memorandum of Understanding (MOU) and other agreements, City policies and directives.

Assures compliance with City, State and Federal requirements; prepares quarterly, annual, and W-2 tax reporting statements; processes retirement plan contributions; analyze employee pay, deductions and benefits to determine the correct amount to report to State and Federal agencies.

Maintains records of employee benefits to include leave accruals.

Works directly with Human Resources staff to solve problems and implement payroll changes.

Works with a variety of outside agencies; monitors and verifies wage information; performs daily input, audits, and balances employee work time.

Assists with the preparation of monthly, quarterly and annual reconciliations; maintains necessary records and logs, including state and federal taxes.

Researches and prepares journal entries; reconciles and posts cash receipts; prepares deposits.

Maintains City fixed asset records; generates, reviews and updates fixed asset reports as required; coordinates bi-annual capital asset physical inventory; and communicates with departments to ensure assets are properly recorded and tagged.

Calculates and posts quarterly distributions such as administrative fees and interest earnings.

Performs data entry functions; enters information into computer for all accounting activities.

Serves as liaison between Finance and other City departments regarding accounting functions; responds to inquiries in person and on the telephone.

Performs related duties as required and/or assigned.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

**Working knowledge of:** Generally accepted accounting principles, procedures and terminology; regulations and reporting requirements for municipal agencies; computerized accounting and data processing procedures and equipment.

**Knowledge of:** Modern office procedures, methods, and equipment including computers and applicable software applications; basic general ledger reconciliation; payroll reporting procedures of County, States and Federal agencies; payroll related laws and regulations; financial record keeping principles and procedures and reporting methods; mathematical principles including business mathematics; proper phone techniques and etiquette and effective customer service techniques; and pertinent federal, state and local laws, codes and regulations.

**Ability to:** Exercise discretion and confidentiality; accurately perform a variety of detailed accounts payable/receivable and/or payroll assignments and related recordkeeping activities without immediate supervision; prepare complex financial reports that are clear and concise; maintain journals, ledgers and a variety of filing systems; understand and follow oral and written instructions; maintain attention to detail; prioritize and complete work assignments in a timely manner within a work environment of frequent interruptions; make arithmetical calculations with speed and accuracy; validate and ensure the accuracy of fiscal information and data; research, analyze and interpret statistical data and financial and accounting records; enter, retrieve, and interpret computer system data; administer aspects of payroll programs and employee deductions/time; perform complex arithmetic and basic statistical calculations accurately; quickly and accurately operate a personal computer, calculator and other standard office equipment; effectively use the City's automated accounting systems and related software applications; adapt to changing technologies and learn functionality of new equipment and systems; read, speak, write, and comprehend English at a level needed to perform essential functions of the position; communicate clearly and concisely, both orally and in writing; provide effective customer service to the general public and City employees; communicate effectively with employees, other departments and the general public; and establish and maintain effective working relationships with those contacted in the course of work.

## NECESSARY SPECIAL REQUIREMENTS

Must be 18 years of age or older.

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background and reference check.

Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

## EXPERIENCE and CERTIFICATIONS

Any combination of education, training and experience that would likely provide the required knowledge, skills, and abilities: Normally this would include:

**Education:** Equivalent to an Associate's Degree from an accredited college or university with coursework in bookkeeping, accounting, or a related field.

**Experience:** Two (2) years of increasingly responsible accounting support experience equivalent to the Senior Accounting Assistant with the City.

**License or Certificate:** Possession of a valid California Class C driver's license.

## MENTAL AND PHYSICAL REQUIREMENTS

**Mental Requirements:** The mental 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 review documents related to department operations; maintain attention to detail in a dynamic environment; understand, interpret and explain department policies and procedures.

**Physical Requirements:** Position requires sitting, standing, walking, reaching twisting, turning, kneeling, bending, grasping, and repetitive hand movements in the performance of daily activities. The position also requires a full range of vision and the ability to hear and speak for performance of detailed duties and provision of customer service on the phone and at the counter.

**Environmental Conditions:** Work is performed in a standard office environment.

**FLSA Status:** Non-Exempt (Confidential)

**Revised:** March 2017

**Revised:** August 2022