

CITY OF SOLVANG
JOB DESCRIPTION
Accounting Technician
Accounting Technician Senior

This is not an individualized job description. It defines the general character and scope of responsibilities. It is not intended to describe and does not necessarily list every duty for a given position.

Accounting Technician – This is a journey level classification of the Accounting Technician series where the position has a more advanced understanding of financial accounting, a more broad understanding of all of the financial applications and how they work together and works more independently than an accounting assistant.

Accounting Technician Senior – This position represents the highest level in the Accounting Technician Series. This position has a very advanced understanding of the financial accounting system as it relates to all applications and reporting. Furthermore, this position requires very little to no assistance and works very well independently on a daily basis.

DEFINITION

To maintain a variety of accounting records and ledgers and to provide secretarial and clerical support to the Accounting Supervisor and Director of Finance. This is a superior class in the Accounting series. Positions assigned to this class can be distinguished from lower level classes by the performance of the most complex accounting work. This class is further distinguished by responsibility for providing assistance to less experienced accounting staff, the Finance Supervisor and Director of Finance.

REQUIREMENTS Possession of a valid California driver's license

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

- Calculate and prepare payroll reports, calculate deductions for insurance, taxes and retirement benefits.
- Compile and prepare monthly, quarterly and annual summary reports pertaining to payroll information.
- Maintain and balance the general ledger.
- Assist in compiling and monitoring the city budget, enter budgetary information into computer and generate summary reports.
- Maintain city investments, and compile monthly report.
- Assist with all areas of city financial system.
- Perform related duties as assigned.
- Analyzing City Reports
- Gathering Statistical Information

ESSENTIAL FUNCTIONS

- Ability to use the English language, including spelling, grammar and punctuation.
- Knowledge of modern office methods, practices, procedures and equipment.
- Knowledge of business letter writing and basic report preparation.
- Knowledge of principles and procedures of record keeping.
- Knowledge of Generally Accepted Accounting Principles (GAAP) as they apply to Government

Accounting Technicians Cont'd

- Broad knowledge of all of the accounting applications and how they operate on the City's current financial computer system
- Perform responsible accounting and clerical work involving the use of independent judgement and personal initiative.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently prepare correspondence and memorandums.
- Work independently.
- Communicate clearly and concisely, both orally and in writing.
- Quickly and accurately operate a calculator.
- Interpret and correctly apply City regulations and procedures.
- Process and maintain a variety of accounting records.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Have an advanced understanding of the Financial Reporting of the City as well as the Certified Annual Financial Report (CAFR)

PHYSICAL DEMANDS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS

Strength: Light-exert force to 20 pounds occasionally, or 10 pounds frequently, or negligible force constantly to lift, carry, push pull or move objects; May involve significant standing, walking, pushing and/or pulling; Constant sitting; Frequent fingering, typing and frequent extension of the neck upward, downward and side to side; Occasional standing, walking, bending, stooping, crouching, pushing, pulling, twisting at the waist, handling, gripping, grasping, reaching at, above and below shoulder level; On rare occasion, kneeling, climbing stairs and ladders.

Vision: Visual acuity which could be corrected sufficiently to perform the essential functions of the position.

Hearing: Effectively hear/comprehend oral instructions and communication.

ENVIRONMENTAL CONDITIONS

Works indoors constantly; goes outdoors occasionally; constantly uses a computer; Works both alone and with others, On occasion is exposed to dust

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. Requires three years of increasingly responsible accounting clerical experience.

This is to acknowledge that I have received a copy of this job description and understand its contents.

Employee Signature

Date