

**City of Saratoga  
Accounting Technician  
Non Exempt**

**DEFINITION**

Under general supervision, the Accounting Technician performs complex paraprofessional accounting duties in one or more fiscal areas and functions with a high degree of independence within the Finance and Administrative Department.

**DISTINGUISHING CHARACTERISTICS**

The Accounting Technician is a City designated confidential position as incumbents are privy to management decisions and related confidential information regarding employer/employee relations.

The Accounting Technician is a specialist in one or more fiscal areas and functions with a high degree of independence, demonstrating substantial knowledge of accounting principles and procedures in performing complex paraprofessional accounting duties. The Accounting Technician position is distinguished from the Office Specialist III/Account Clerk as possessing specialized expertise in one or more fiscal areas performing a significant proportion of paraprofessional accounting duties, using financial and office suite computer system applications on a daily basis in accomplishing their work, and exercises a significant amount of decision-making authority in these areas, and functions with a high degree of independence.

As assigned, incumbents in this class are expected to provide lead supervision and technical guidance to lower level staff which may include the classifications of Office Specialist III/Account Clerk, Office Specialist I/II, Interns, or Volunteers.

**Typical Duties** (May include but are not limited to the following) This is a descriptive list of the range of typical duties and functions performed by incumbents; however, it is not intended to reflect all duties performed, and all duties described are not necessarily performed by all incumbents.

**ESSENTIAL DUTIES**

The duties described below are intended to provide only a summary of the typical functions of the job. This is not an exhaustive or comprehensive list of all possible job responsibilities and the duties of the jobholder might differ from those outlined in the job descriptions.

Essential duties require the mental and/or physical ability to read fine print and computer monitors; converse over the telephone and in person; operate a computer, and 10-key calculators by touch.

**Accounts Payable Function:**

- Responsible for the preparation and processing of accounts payable
- Verifies, approves, and screens fiscal documents such as warrants, requisitions, purchase orders, and invoices;
- Calculates and records interest charges, sales tax, and trade charges;

- Prepares progress payments on City contracts; prepares tax forms (1099's); reviews payment requests from departments for compliance with City internal control policies including purchasing authority and contract management requirements;
- Reviews invoices to determine appropriate coding; correct errors in documents as necessary;
- Enters accounts payable vouchers online and verifies input against source documents;
- Enters and loads spreadsheet vouchers; consults with City Attorney on litigation payments; answers inquiries from the general public and city vendors;
- Initiates weekly vendor check printing, registers, and disbursement activity reports for submission in City Council agenda package;
- Provides useful and friendly customer service to the public and other departments and explains processes and systems to other department staff with specific fiscal program information to ensure compliance with department, City, and government auditing and accounting standards, practices, and procedures;
- Provides oversight of AP and Purchasing systems and processes; and performs other related duties as assigned.

#### **Procurement Program Support Function:**

- Responsible for performing routine and specialized activities in support of the City's procurement program in purchasing equipment, materials, supplies & services;
- Processes all purchasing requisitions and change orders and collaborates with various departments to correct coding errors and ensure specifications are accurate according to City policy and practice including ensuring: availability of funds, vendor business license and insurance requirements are met and appropriate signatures for purchases have been obtained;
- Assists with the City's fixed asset program; maintains the City's approved supplier lists and ensures supplier lists and vendor files remain up to date.

#### **Accounts Receivable and Cash Receipts Function:**

- Responsible for the preparation and processing of the billing and maintenance of all City accounts including the settlement of delinquent accounts;
- Makes necessary corrections on accounts when required; answers questions pertaining to billing procedures and rate schedules and resolves bill complaints;
- Reconciles the work of other personnel involved in the receipting and balancing of cash; verifies bank deposits, collection of return checks, and inputs data into the computer;
- Traces payments received without remittance advice to determine account to be credited; types forms, letters and other correspondence;
- Interfaces with public concerning the administration of delinquent accounts;
- Deals tactfully with customer complaints or questions; provides oversight of billing and cash receipts system and processes;
- Performs other related duties as assigned.

#### **Business License Function:**

- Manage the renewal process for business license applications;
- Reviews applications for accuracy;
- Recalculates and updates annual payments based on applicable changes to applications;
- Reads and interprets Municipal Code to validate license;

- Originates correspondence with the business community to explain application process;
- Provides customer service both in person and over the phone;
- Performs quick and accurate data entry.

**Payroll Function:**

- Responsible for the performance of specialized technical and highly detailed work in the preparation, review, verification and processing of payroll records requiring a thorough knowledge of Payroll procedures and functions, as well as applicable Federal and State laws and regulations, and the exercise of discretion and tact in processing documents and information of a confidential or sensitive nature;
- Reviews for accuracy Personnel Action Forms including new hires, merit and salary increases, promotions, transfers and separations;
- Reviews, enters, and proofs payroll data and issues paychecks and exports electronic payroll deposits to applicable banks;
- Maintains payroll registers; Prepares payroll journal vouchers and reconciles balances to the general ledger;
- Processes and maintains records for employee payroll deductions and makes necessary payroll changes as necessary;
- Processes wage garnishments and W-2 forms;
- Maintains the City's 5-step salary range schedule and makes financial software changes, including cost of living adjustments, as needed to reflect the most up to date schedule;
- Assists in providing instruction to other departments' employees regarding timecard and payroll procedures;
- Reconciles all bi-weekly distribution of salaries and benefits; updates knowledge of payroll requirements by reading technical literature;
- Analyzes and implements contract provisions, including Memorandum of Understandings (MOU's), relating to payroll processing;
- Provides support and oversight of financial system software payroll entries and processes, including file and/or code changes;
- Consults and coordinates effectively with the Human Resources Division as needed; Processes vendor payment requests;
- Processes payroll changes for employees with benefit changes due to open enrollment or a qualifying event;
- Provides useful information and friendly customer service to City employees and others that require the use of judgment and the interpretation of City established policies and procedures, Memoranda of Understanding, and laws;
- Processes quarterly reports – Forms 941 & DE-6 and annual reports- Form DE-7; Prepares and submits annual and fiscal year reporting of actual and projected payroll to ABAG;
- Prepares salary information for budget;
- Prepares interim and annual audit schedules related to payroll expense and liabilities; performs other related duties as assigned.

**Taxing and Insurance Reporting Function:**

- Responsible for the preparation, review, verification and processing of reports and/or electronic or manual payment transmissions to various taxing and insurance organizations including the State, Federal, Public Employees' Retirement System (PERS),

Employment Development Department (EDD), and all third party insurance vendors contracted by the City for employee benefits;

- Processes and verifies electronic payment transmissions of employee paycheck direct deposits to various financial institutions;
- Processes and verifies payment to employee associations for member dues;
- Prepares applicable journal vouchers and reconciles account balances to the general ledger;
- Provides useful and friendly customer service to various organizations to ensure cooperation and compliance;
- Performs other related duties as assigned.

**General Office Function:**

- Organizes, maintains, and updates current finance department files;
- Processes the daily mail for the finance department;
- Provides support and assistance for all accounting, budget, and administrative departmental functions; provides assistance to external auditors;
- Prepares and reviews audit records and schedules related to job functions; provides exceptional customer service to the public and to other departments;
- Promotes positive relationships with office staff;
- Performs various special projects, as necessary such as the City Cal Card Program coordination.

**General Ledger Maintenance Function:**

- Reviews monthly expenditure reports to ensure proper account coding;
- Prepares and inputs journal entries;
- Processes month end general ledger reports;
- Assists in the year end close of the general ledger and prepares records for review by the independent auditors;
- Assists in the budget process.

**EDUCATION, TRAINING AND EXPERIENCE**

Combination of education and experience equivalent to completion of an Associate of Arts degree in Accounting, Business Administration, or a related field and three (3) years of progressively responsible accounting experience; or graduation from high school or its equivalent and five (5) years of increasingly responsible accounting or financial record keeping experience. Computer experience working with spreadsheet, database, and online accounting applications in a Windows based environment is required. Previous experience in the areas of accounts receivable, accounts payable, payroll, or revenue collection is required. Municipal financial record keeping experience is preferred.

**Other Requirements:**

Willingness and ability to work scheduled and Emergency Over-time; attend evening and out-of-town meetings and seminars on occasion during work and non-work hours.

**Working Conditions/Physical Requirements:**

Essentially all of the employee's working hours are spent in an office. Most work assignments involve a high degree of concentration. There may be some light to moderate physical work in the handling of supplies, files, computer equipment, etc.

Physical requirements include the following:

- Ability to sit for long periods of time, bend, stoop, kneel, crouch, reach, finger, grasp, write, and perform repetitive motions and safely lift and carry up to 30 pounds.
- Exerts up to 20 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects with the human body.
- Hearing and speaking ability sufficient to carry on a conversation with another individual (or groups of individuals) in person and over the telephone.
- Visual ability sufficient to read and produce printed material and information displayed on a computer screen.

**License:**

May require the possession of a valid California Driver's License and a satisfactory driving record as determined by the City.

**Environmental Requirements:** Under California law (California Government Code Section 3100-3109), all City of Saratoga employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Saratoga employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.