

City of Saratoga
Accounting Technician and Lead Accounting Technician
Non Exempt

DEFINITION

Under general supervision, the Accounting Technician and Lead 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 and Lead Accounting Technician are City designated confidential positions and, 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 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, exercising a significant amount of decision-making authority in these areas, and functioning with a high degree of independence.

The Lead Accounting Technician is a single incumbent position within the Finance and Administrative Department, and is distinguished from Accounting Technician, in that the Lead Accounting Technician is assigned to Payroll and performs more complex functions requiring advanced technical accounting support knowledge and command of payroll-related laws, statutes, codes, Saratoga Memorandum of Understanding agreements, Personnel Policies, and City practices and procedures. The incumbent may be responsible for providing day-to-day leadership, training, and guidance to Accounting Technicians or other support staff and acts as a secondary technical resource to Accounting Technicians in support of the Finance Manager.

The Lead Accounting Technician is distinguished from Accountant I/II in that Accountant I/II incumbents are required to understand and apply a higher level of professional accounting theories, principles, terms and practices in the preparation and evaluation of financial records, transactions, and reports.

Typical Duties may include but are not limited to the following descriptive 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; and operate a computer and 10-key calculators by touch.

General Accounting and Administrative Duties:

- Provides support and assistance for all accounting, budget, and administrative departmental functions;
- Answers inquiries and provides exceptional customer service to the public, vendors, and to other departments; including Public Records Act requests;
- Researches, assesses, compiles, or prepares finance related information as needed;
- Prepares financial reports as requested through the Financial System (Report Net), Excel, Access, Word, or other means;
- Researches/audits various asset, liability, revenue or expenditure accounts, payments, vendors, or transaction types as needed;
- Assists in the year end close of the general ledger and audit: prepares records for review by the independent auditors; Provides assistance to external auditors; prepares audit records and schedules related to job functions;
- Prepares and inputs journal entries related to job functions, for submittal to supervisor for review and approval;
- Organizes, maintains, and updates current finance department files; remits inactive files to retention and maintains Finance retention log;
- Prepares and updates Finance forms;
- Processes the daily mail for the finance department;
- Administers City Cal Card Program;
- Assists with budget preparation schedules and/or information; monitors budget appropriations as requested;
- Performs various special projects and other related duties as assigned.

Accounts Payable Function:

- Responsible for the preparation and processing of accounts payable duties;
- Verifies, approves, and screens fiscal documents such as warrants, requisitions, purchase orders, and invoices:
 - Reviews invoices/payment requests for compliance with proper purchasing authority and purchase order and contract management requirements;
 - Reviews account coding, and funding availability; correct vendor information, mathematical errors in documents; work with submitters as necessary/appropriate, to resolve errors;
 - Enters accounts payable vouchers, and verifies input against source documents;
 - Records, tracks, and reconciles vendor liability and retention accounts;
 - Processes wire/online payroll-related vouchers;
 - Calculates and records interest charges, tax liens, sales tax, and trade charges;

- Maintains, enters, and loads all utility and vendor spreadsheet vouchers; tracks additional information as needed, i.e. water usage information (CCF);
- Initiates weekly vendor check printing, registers, and disbursement activity reports.
- Prepares Bi-Weekly Accounts Payable report for submission in City Council agenda package;
- Explains accounts payable processes and financial system to other department staff with specific fiscal program information to ensure compliance with department, City, and government auditing and accounting standards, practices, and procedures;
- Researches expenditure information as requested by Finance staff, other departments, auditors, or public records requests, and prepares analysis of findings as needed;
- Prepares correcting Journal Entries related to expenditure errors;
- Prepares and remits quarterly and year-end tax reporting forms to State/Federal agencies, including but not limited to: new vendor information forms (DE-542); annual vendor payment tax forms (1099's); and sales tax reporting and remittance forms (BOE-401);
- Monitors and reconciles deposits, grants, and liability accounts, prepares and remits payments and reporting forms as assigned, including but not limited to, facility rental deposits, development deposits, Strong Motion Instrumentation Program quarterly report, ABAG grants (wellness, safety, and training).

Procurement Program Support Function:

- Performs routine and specialized activities in support of the City's procurement guidelines:
 - Evaluates procurement transactions for compliance with Contract and Purchase Order policies and procedures;
 - Informs departmental staff of procurement requirements related to Contracts, Purchase Requisitions, and Change Orders as needed, within guidelines of Purchasing Policy.
- Processes purchasing requisitions and change orders:
 - Trains and assists staff on requisition and change order preparation and procedures;
 - Collaborates with departments to correct errors and ensure specifications are accurate;
 - Ensures availability of funds, vendor business license and insurance requirements are met and appropriate signatures for purchases have been obtained;
 - Determines status/amount of open Purchase Orders at year-end; finalizes completed purchase orders, works with supervisor to carry forward open purchase orders into following fiscal year.
- Maintains the City's approved supplier/vendor lists to keep system information up to date;
- Monitors and maintains vendor's Certificates of Insurance requirements and submittals;
- Assists with the City's fixed asset program through monitoring of incoming purchases, and tracking of new assets on spreadsheet for year-end reconciliation process.

Treasury Function:

- Maintains both primary and payroll bank account balances and prepares bank reports on a daily basis:
 - Runs and evaluates daily transaction reports;
 - Monitors outstanding checks, cash balances, returned receipts, etc.;
 - Provides backup documentation for wires, online payments, and other non-City transactions;
 - Tracks upcoming receipts and outstanding checks and determines recommended funding transfer amounts and timing;
 - Compiles daily transaction reports to prepare City's cash requirements reports;

- Reviews documents for accuracy.
- Prepares fund transfers and wires as needed:
 - Prepares online transactions and submits transaction documentation to supervisor for approval and release;
 - Transactions include but are not limited to, to/from LAIF/bank transfers, bond debt payments, and employee payroll checks and payroll tax/vendor related payments;
 - Prepares Journal Entry to record wire/online transactions.

Accounts Receivable and Cash Receipts Function:

- Responsible for the accurate recording of all cash receipts remitted to the City;
- Compiles cash receipts and prepares bank deposits:
 - Reviews and analyzes checks and backup information for accuracy, coding, application;
 - Reconciles the work of other personnel involved in the receipting and balancing of cash;
 - Makes necessary corrections on accounts when required;
 - Traces payments received without remittance advice to determine account to be credited;
 - Inputs, posts, and reconciles cash receipt data to financial system;
 - Verifies bank deposits, collection of returned checks, makes adjustments, and follows up adjustments as necessary.
- Responsible for preparing, processing and tracking City billings, including the settlement of delinquent accounts:
 - Prepares billing invoices, remittances, forms, letters and other correspondence related to billing transactions for grants, encroachment permits, false alarms, fines, etc.;
 - Tracks outstanding billings, follows up on receivables due;
 - Interfaces and deals tactfully with public to answers questions pertaining to invoices, billing procedures, rate schedules, delinquent accounts; customer complaints or questions, and resolves bill complaints.
- Administers Parking Citation processing program, including processing of parking citation payments, appeal notices, and coordination of refunds with Sheriff's Departments;
- Reconciles and processes liability account reports and remittances, such as the quarterly SB1186 and State Building Standards Fee reports;
- Provides oversight and maintenance of the billing and cash receipts financial system and processes.

Business License Function:

- Administers the City's Business License Tax program, including the processing of new applications and renewals, coordinating the audit program and non-compliance fine processes, and all other related activity and transactions:
 - Reviews Business License applications for completeness and accuracy;
 - Ensures contractors are in compliance with State Contractor's Board and City Code;
 - Submits new applications to Community Development for code/usage approval;
 - Updates business licenses applicant information as needed;
 - Inputs and posts business license application data, verifies system information to backup documentation.
- Recalculates and updates annual payments based on applicable changes to applications;
- Coordinate Business License Tax audit program with external business license auditors;
- Reads, interprets, and applies Municipal Code to validate license;
- Originates correspondence with the business community to explain application process.

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:
 - Continually updates own knowledge of payroll requirements by reading technical literature;
 - Exercises discretion and tact in processing documents and information of a confidential or sensitive nature;
 - 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;
- Analyzes and implements contract provisions, including Memorandum of Understandings (MOU's), relating to payroll processing;
- Prepares accurate and timely Bi-Weekly Employee Payroll and Monthly Stipend Processes, and all remittance and reporting processes associated with payroll payments:
 - Reviews, enters, and proofs payroll data and issues paychecks and exports electronic payroll deposits to applicable banks;
 - Verifies electronic payment transmissions of employee paycheck direct deposits to various financial institutions;
 - Maintains payroll registers; Prepares payroll journal vouchers and reconciles balances to the general ledger;
 - Processes confidential wage withholdings and attachments, including deferred compensation withholdings, child support, State and IRS wage garnishments, etc.;
 - Oversees withholding/reimbursements, such as the TLC medical/child care deferred compensation reimbursement programs;
 - Audits stipend/city cell phone list;
 - Processes and verifies payment to employee associations for member dues;
 - Processes vendor payment requests;
 - Prepares applicable journal vouchers and reconciles account balances to the general ledger.
- Coordinates the daily operation of the City's employee payroll records:
 - Maintains, updates, and verifies all employee payroll records using the City's financial management software and maintains all necessary payroll related files;
 - Ensures data integrity by reviewing authorized personnel action forms and the corresponding data entries made to employee payroll records by Human Resources Technician for accuracy and appropriateness;
 - Works in collaboration with and orients and trains Human Resources Technician of the processing of employee payroll record transactions and reports using the City's financial management software (HR data entries may include new hires, salary increases, promotions, transfers and separations and employee voluntary and mandatory deductions).
- Prepares insurance and payroll reporting information:
 - Prepares, reviews, verifies, and processes 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 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;
- Tracks and monitors temporary staffing hours, sick leave, ACA;
- Prepares Bi-weekly payroll report providing detail transaction information.
- Provides support and oversight of financial system software's payroll system, including program updates, data entries and processes, including file and/or code changes:
 - Enters and verifies the City's salary schedule updates into the financial software as needed, to reflect the most up to date schedule;
 - Applies and validates annual tax reporting software updates to reflect current reporting requirements;
 - Applies and verifies accuracy of financial system software changes to payroll processing and reporting functions.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge and Proficiency in: Accounting principles and practices; financial recordkeeping and general accounting office practices; business arithmetic; correct business English usage and standard format for written communication; efficient filing system and use of standard office equipment, financial accounting software, and Microsoft Office Suite (Outlook, Word, Excel).

Ability to: Perform the essential duties of the job; organize, prioritize, multi-task and exercise sound judgment within established guidelines; understand, interpret, explain and apply City, state, and federal laws applicable to assigned areas of responsibility; reach sound decisions in accordance with laws, rules, regulations and department procedures; review accounting and related documents accurately and rapidly; understand and carry out written and oral instructions; communicate clearly and concisely both orally and in writing; establish and maintain effective communication and working relationships with employees, vendors, and all members of the public, some of whom may be dissatisfied and upset; adapt and be flexible; exercise personal initiative; effectively manage a heavy workload under pressure with tight deadlines.

EDUCATION, TRAINING AND EXPERIENCE

A 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.

In addition to the requirements above, the Lead Accounting Technician must possess at least two (2) additional years of experience performing difficult and highly responsible processing, reconciliation, verification, administration and reporting duties in payroll that include but are not limited to calculating wage assignments, reconciling payroll data reports, calculating and

remitting applicable withholding liabilities, preparing quarterly and annual federal and state payroll reporting returns.

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.