

EXHIBIT B

CITY OF EMERYVILLE/MESA

Created: June 1997 (as Accounting Technician - 1180)
November 1998 (as Senior Accounting Technician - 1170)
June 2006
Revised: June 2013
TITLE: SENIOR ACCOUNTING TECHNICIAN - 1170
FLSA: NON-EXEMPT

SENIOR ACCOUNTING TECHNICIAN

DEFINITION

Under general supervision, provides technical and functional direction to lower-level staff and performs a variety of technical and accounting support duties in the preparation, maintenance, and processing of accounting records and financial transactions, including accounts payable, accounts receivable, and business licensing; maintains City financial accounts and records and assists in the preparation of financial reports and analyses; provides back-up support to the payroll processing function; provides responsible technical accounting support to professional staff in the Finance Division; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Accounting Supervisor. Exercises technical and functional direction to and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey-level in the accounting support series. Incumbents are cross-trained to perform the full range of technical work in all of the following areas: accounts payable, accounts receivable, business licensing, fixed assets, and payroll, in addition to performing a variety of record keeping, reconciliation, and accounting support activities. Positions at this level are distinguished from the Accounting Technician by the level of responsibility assumed and the complexity of the work assigned. Incumbents perform the most complex and responsible types of duties assigned to the class series, exercising a high level of independent judgment and initiative. Incumbents provide functional and technical direction to staff as a regular part of their work routine and are required to be fully trained in all policies and procedures related to the assigned areas of responsibility. This class is distinguished from the Accountant class series in that the latter is a professional level class series requiring completion of a four-year degree.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

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.

- Provides technical and functional direction to assigned staff; reviews and controls quality of work; participates in performing complex account processing duties.

- Trains employees in work principles, practices, methods, policies, procedures, and applicable Federal, State, and local laws, rules, and regulations.
- Provides internal control for assigned areas of responsibility; reviews, recommends, and implements approved internal controls, office procedures, and related systems.
- Assists other accounting and finance personnel in performing a variety of technical accounting duties in the preparation, maintenance, and processing of accounting records and financial transactions, including accounts payable, accounts receivable, and business licensing.
- Assumes responsibility for a specialized department program or City-wide accounting function; interprets applicable regulations and agreements, implements new systems, and coordinates with City staff or outside agencies and the public.
- Verifies, posts, and records a variety of financial transactions; prepares and maintains databases, records, and a variety of periodic and special financial, accounting, and statistical reports; generates reports by computer and balances them appropriately.
- Maintains, audits, and reconciles a variety of ledgers, registers, and journals according to established accounting policies and procedures; researches and reconciles transactions and data; records changes and resolves differences; maintains the accuracy of accounting and financial records.
- Prepares journal entries, reconciliation of bank statements, general ledger entries, accounts payable expenditures, accounts receivable, and cash receipt transactions.
- Prepares monthly, quarterly, and year-end financial, summary, and technical reports; provides reports and documentation for auditors as requested.
- Identifies, researches, and analyzes variances, inconsistencies, trends, and other accounting issues; evaluates alternatives, makes recommendations, and assists with the implementation of updates and changes after approval; documents process and procedure for future reference and to ensure consistent application.
- Interprets, applies, explains, and ensures compliance with provisions of the Municipal Code and applicable laws, regulations, codes, and ordinances as they apply to assigned areas of responsibility; suggests changes to improve processes.
- Assists customers, vendors, departments, and employees by providing answers and information regarding specific account information, discrepancies, general accounting procedures, and/or department specific issues and problems; researches complex issues regarding specific transactions; and updates related files and departments on action items.
- Assists in the implementation of goals, objectives, policies, procedures, and work standards including recommending improvements.
- Serves as back up for Payroll Technician as assigned.
- Assists Accounting Supervisor and Administrative Services Director with special projects as required.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Terminology and practices of financial and account document processing and record keeping, including accounts receivable, purchasing and accounts payable, business licensing, fixed assets, and payroll.

- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Computerized accounting and finance systems and computer software and systems related to finance and accounting processes; other computer applications related to work, including word processing and spreadsheet software.
- Business arithmetic and basic financial and statistical techniques.
- Record-keeping principles and procedures.
- Modern office practices, methods, and equipment.
- 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:

- Provide lead direction and training to staff.
- Inspect the work of others and maintain established quality control standards.
- Identify and implement effective course of action to complete assigned work.
- Perform complex and detailed account and financial office support work accurately and in a timely manner.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, codes, policies, and procedures related to assigned functional area.
- Compose correspondence and reports independently or from brief instructions.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Give, as well as understand and follow oral and written instructions.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and specialized software applications 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 the completion of the twelfth (12th) grade supplemented some college-level coursework in accounting, finance, economics, or a related field and five (5) years of experience in financial record keeping and accounting experience.

Licenses and Certifications: Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

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 in work areas 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.