

## **ACCOUNT TECHNICIAN**

### **GENERAL PURPOSE**

The Account Technician is a para-professional technical position which, under general supervision of the Senior Accountant, performs technical accounting, administrative, and reporting work in administering the payroll and accounts payable function of the City. May perform auditing and collection function for various City revenue sources such as: Business Licenses and Transient Occupancy Tax.

### **SUPERVISION RECEIVED:**

Works under the general supervision of the Senior Accountant.

**SUPERVISION EXERCISED:** None.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Maintains and updates City's computerized employee payroll master files.

Records changes in computerized payroll system.

Maintains and reports automated employee records of vacation, sick leave, administrative leave, other paid and unpaid leave, and other accruals and usage.

Prepares, or oversees preparation and distribution of paychecks, including worker's compensation checks.

Summarizes Public Employees' Retirement System retirement adjustments for each payroll period as required for data entry into PERS on-line system.

Prepares and issues annual W-2 forms and other reports to employees.

Prepares and files quarterly Federal and State payroll returns.

Prepares worksheets, summaries, and computations, and prepares periodic reports to governmental agencies and other entities related to tax, retirement, insurances, garnishments, dues, and other withholdings, remittances, and employer payroll expenses.

Assists in: a) prorating wage and related benefits costs to departments for cost-accounting records; b) preparing entries into general ledger and accounts payable systems; and c) reconciling general ledger to payroll reports.

Prepares various payroll-related financial, statistical, operational, and analytical reports as requested, such as Council reports.

Answers payroll-related questions of employees, staff, and third parties.

Answers telephones, types reports and correspondence, provides clerical support to other finance staff, and performs other finance-related duties as requested.

May audit and process Business Licenses.

May audit and process Transient Occupancy Tax.

May perform quarterly audits of various City petty cash funds.

Accepts, verifies, codes and records vendor invoices into City's financial database in an accurate and timely manner. Prints vendor checks once accounts payable is processed.

Answers vendor inquires related to accounts payable.

Inputs vendor information into computerized financial database.

Prepares and processes purchase orders into computerized database.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Education and Experience:**

(A) Graduation from an high school or GED equivalent with specialized course work in, bookkeeping/accounting, and electronic data processing, and

(B) Three (3) years of increasingly responsible experience in payroll preparation and reporting, accounts payable processing, financial record-keeping and related duties; or

(C) Any equivalent combination of education and experience.

### **Necessary Knowledge, Skills and Abilities:**

(A) Working knowledge of computers and electronic data processing, including Excel, spreadsheet and word processing software, knowledge of Automated Data Processing, Inc. (ADP) system preferred; knowledge of New World Systems financial software preferred; governmental accounting practices and procedures; and laws, rules, regulations, and procedures of payroll preparation and reporting.

(B) Skill to proficiently operate listed tools and equipment.

(C) Ability to perform arithmetic & algebraic calculations and analyses quickly and accurately; write concise and accurate reports and correspondence; establish and maintain harmonious relationships with employees, management, elected officials and the public; maintain confidentiality of employee payroll records; work under time constraints, recurring deadlines and/or frequent interruption; analyze and understand complex laws, rules, and regulations relating to payroll calculation and reporting; work independently, with minimal oversight, supervision and assistance; apply sound judgment and initiative to difficult and complex problems and solutions development.

## **TOOLS AND EQUIPMENT USED**

Personal computer, ADP software, New World Systems software, including word processing and spreadsheet software; 10-key calculator, postage machine, phone, fax and copy machine.

## **PHYSICAL DEMANDS**

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

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date: 8/14/97

Revised: 6/8/15