

**CITY OF PORTOLA
JOB SPECIFICATION**

CLASS TITLE: Accounting Technician

JOB SUMMARY

Under supervision the Accounting Technician performs a variety of clerical accounting duties in the accounts payable, accounts receivable, payroll, utility billing and specialized accounting and financial functions. The Accounting Technician receives direction from and consults the Finance Officer.

ESSENTIAL JOB FUNCTIONS

- Reviews employee time records for accuracy and conformance with policy and procedures
- Records and keys employee hours worked, verifies data for pay period, and balances final payroll reports for each pay period
- Verifies tax returns related to payables and payroll matters; including retirement, workers compensation, wage assignment, retro pay, deferred compensation, insurance, and prepares W-2 Forms
- Maintains and updates employee and payroll database and accumulated leave records
- Prepares payments relating to payroll and employee benefits including PERS payments and recordkeeping
- Maintains purchasing functions by verifying contract documentation
- Monitors Accounts Receivable and prepares invoices
- Coordinates daily cash receipts, reconciliation and bank deposits
- Make arithmetical calculations and verify totals
- Process invoices to be paid, including research, code, and data entry
- Does invoice project tracking if needed
- Reconcile monthly statements from vendors; confer with vendors regarding purchase orders, invoices and payments
- Prepare 1099 statements and other reporting documentation related to payables
- Prepare bank deposits; prepare a daily deposit of revenue
- Perform a variety of general office support duties including typing, maintaining files and records, maintaining and ordering supplies, answering phones
- Relieve receptionist coverage as needed
- Performs Utility Billing functions including customer inquiries, comments and complaints
- Sets up and maintains Utility customer accounts. Imports/exports meter reading data from computers to billing software. Reviews usage and coordinates re-reads. Processes billing, second notices and shut off notices.
- Acts as Account Administrator for various vendor accounts
- Prepares Sales Tax reports, State Controller Compensation reports and other reports as required
- Coordinates year end close with Finance Officer. Closes year end in Payroll and Accounts Payable
- Assists the Finance Officer when needed
- May be required to occasionally attend evening and/or weekend meetings
- May be required to attend training
- Perform other duties as assigned

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

Knowledge of:

- Accounting and standard bookkeeping practices and procedures. Municipal Accounting preferred

- Principles and practices of financial record keeping
- Principles of payroll practices and related State and Federal laws
- Accounting office practices and procedures
- Microsoft Office software applications

Skills in:

- Interpreting and applying fundamental principles of accounting and payroll and related laws, policies and procedures
- Preparing and maintaining accurate reports and records
- Reconciling differences within the record keeping system
- Establishing and maintaining effective working relationships with City staff, elected officials and the public
- Communicating effectively
- Problem solving
- Customer Service

Preferred Education and Experience:

- College-level coursework in accounting, finance, business administration or closely related field. A minimum AA is preferred
- Two (2) years of increasingly responsible bookkeeping and accounting-related experience

Licenses and Certifications:

- Possession of a valid California Class C driver's license

Material and Equipment Used

- Desktop computer
- Calculator
- Copier
- Fax
- Postage machine

Mental and Physical Abilities:

Mental and visual effort required constantly on the job

Working Conditions:

Very frequent – 20+ hours per week:

Sitting, light lifting, eye-hand coordination, seeing, hearing, talking, use of telephone, hand dexterity, reading, writing

Occasional – up to 8 hours per week:

Standing, walking, moderate lifting, climbing, bending, squatting, contact with general public, reaching

This job specification should not be interpreted as all-inclusive. It is intended to identify essential functions and requirements of the job. Not all incumbents may perform all duties at all times. However, incumbents must be able to perform essential duties, with or without accommodation for disability at any time while holding this position.