

**CITY OF HALF MOON BAY**  
**JOB CLASS SPECIFICATION**  
**SENIOR ACCOUNTING TECHNICIAN**

**DEFINITION**

Under general supervision, performs the most complex accounting support activities including accounting duties involved in the processing of payroll and the maintenance of the payroll system; reviews and reconciles general ledger accounts, prepares month end reports and prepares journal entries; provides information to departments and employees regarding payroll issues; performs banking related duties including transfers, records of daily transactions and bank balances; prepares and records journal entries for transfer, cash receipts and reconciliation; performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS**

The **Senior Accounting Technician** is the advanced journey level class in the Accounting Technician series and is responsible for the City's payroll processing, distribution and required reporting including records maintenance and the preparation of payroll reports in accordance with union agreements and City, state and federal rules and regulations. Incumbents exercise considerable judgment in decision-making in day-to-day payroll operations. Incumbents also perform a variety of transactions and recordings regarding bank transactions and general ledger account reconciliation, and assist in coordinating the City's network systems and software maintenance. This classification is distinguished from the next lower level classification of Accounting Technician II by the performance of cash and general ledger account reconciliation and conducts payroll processing, the full range of duties working with minimal supervision and performing the more complex assignments in all areas.

**SUPERVISION RECEIVED/EXERCISED**

General supervision is received from the Finance Director. Incumbents may provide technical direction to staff as assigned.

**ESSENTIAL FUNCTIONS** *(include but not limited to the following)*

Performs the full array of duties assigned to classes in the Account Technician series including the most complex billing research functions and the preparation, maintenance and reconciliation of financial records.

Closes the general ledger and applicable accounting modules; prepares assigned general ledger accounts reconciliation, month and journal entries and applicable financial reports; maintains the general ledger chart of accounts.

Maintains the payroll system and employee pay records; posts and distributes time and attendance records, and audits time sheets; inputs approved payroll changes and new employee information; prepares paychecks.

Demonstrates a full understanding of applicable wage policies, procedures and work methods associated with assigned duties; maintains current knowledge of City, state and federal legislation affecting payroll.

Prepares pay records for posting to the general ledger; prepares payroll journal vouchers; prepares a variety of routine and special reports as necessary; reviews and approves all vouchers for payment of payroll liabilities.

Identifies and resolves problems and inconsistencies relative to the maintenance of payroll accounting controls; prepares manual checks when necessary; makes wage adjustments.

Monitors daily cash balances in the City's general account; reconciles bank accounts monthly; prepares transfers between accounts; prepares applicable journal entries.

Utilizes computerized data entry equipment, various word processing and spread sheet programs to enter, store and retrieve information as requested; summarizes data in preparation of standardized reports.

Maintains computer software and network protocols relating to the City's LAN; maintains the City's Web Site.

Communicates with financial software programmers and/or staff on processing difficulties that may arise in the performance of duties.

Performs a variety of accounts receivable, accounts payable, accounts reconciliation and bookkeeping functions.

Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

### **KNOWLEDGE, SKILLS AND ABILITIES**

*(The following are representative samples of the KSA's necessary to perform essential duties of the position)*

#### **Knowledge of:**

- Generally Accepted Accounting Principles (GAAP).
- Principles and practice of municipal payroll processing, payroll records maintenance.
- Federal, state and local wage and hour laws, codes, ordinance and labor agreements.
- Basic City budget practices and ordinances relative to financial reporting and investments.
- Generally accepted accounting principles; automated payroll systems and operations.
- Basic principles and practices of governmental payroll accounting.
- Basic bookkeeping and accounting principles.
- Computerized record keeping system principles and practices.

#### **Skill to:**

- Operate an office computer and a variety of word processing, spreadsheet and software applications.

#### **Ability to:**

- Maintain internal control of payroll operations and cash reconciliation; interpret.
- Explain and apply a variety of laws and regulations governing payroll administration.

- Accurately maintain payroll and general ledger records, reports and files.
- Accurately process a complex payroll on a timely basis.
- Identify errors in records and payroll/general ledger information and make appropriate changes.
- Demonstrate a firm grasp of generally accepted accounting principles.
- Understand and carry out oral and written instructions.
- Accurately count, record and balance assigned transactions.
- Independently make decisions regarding procedural activities or requirements.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships.

### **EDUCATION AND EXPERIENCE**

*(The following minimal qualifications are necessary for entry into the classification)*

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Senior Accounting Technician** is required. A typical way of obtaining the required qualifications is to possess the equivalent of three years of experience of increasingly responsible financial record keeping in a municipal setting or the performance of related work, and a high school diploma or equivalent. Up to two years of college level course work in accounting or a related field may be substituted for the required experience on a year for year basis.

### **WORKING CONDITIONS**

This position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a

computer. Acute hearing is required when providing phone service and communicating in person. The need to lift, drag and push files, computer reports or other materials weighing up to 25 pounds also is required.

### **LICENSES, CERTIFICATES, AND REGISTRATIONS**

Possess, or obtain within six months of employment, a valid class C California driver's license.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*