

ACCOUNTING TECHNICIAN II (Assigned to Payroll)

\$31.2683 - \$39.9073 Hourly

\$61,786.16 - \$78,856.75 Annually

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect duties performed within the job.

DEFINITION:

Under general supervision, the Accounting Technician performs complex paraprofessional accounting work, processes payroll, creates and maintains records regarding municipal, state, and federal funds. The position will also perform a variety of accounting duties including: creating general ledger entries, processing of the accounts payable, accounts receivable and business license functions, assisting in the preparation of a variety of financial reports, and performing a variety of duties relative to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level supervisory or management staff.

DISTINGUISHING CHARACTERISTICS AND DEMONSTRATED SKILLS:

The position performs complex and responsible payroll processing including verification of payroll deductions, reconciliation of payroll accounts and prepares monthly journal entries. The position also reviews, interprets, implements and prepares any necessary reports relative to: changes in State and Federal tax payroll laws, Workers Compensation payments, 4850 leave time, employer/employee paid contributions to various programs, W-2 preparation, the Public Employees Retirement System (PERS), the Fair Labor Standards Act (FLSA), employee group Memorandums of Understanding (MOU's) and Memorandums of Agreement (MOA's), and any 'other agency' requirements. Must be competent in Microsoft Excel and Word, and also in payroll processing software programs (preferably the SunGard HTE system). The ability to foster positive employee relations with a diverse staff at all levels of the organization and be a contributing part of a team are highly desired attributes. The position supports daily customer service expectations and participates in programs that support management's goals.

ESSENTIAL FUNCTIONS:

1. Provides necessary information and payments to Internal Revenue Service (IRS), state tax authorities and other regulatory bodies; develops, reviews, reconciles and compiles information for filing of quarterly and annual payroll tax reports, W2's, De-6's, 941's and similar reports within mandated timeframes; oversees processing of, and balances, reviews and completes transfer for, payroll tax deposits and payroll deduction liabilities.
2. Performs technical payroll activities associated with benefits; completes, generates and distributes salary information to designated retirement sources; identifies and communicates issues or deviations related to retirement issues to appropriate sources; reviews, reconciles and processes payments to City and PERS and International City/County Management Association Retirement Corporation (ICMA) deferred compensation system.
3. Audits, identifies and resolves issues, reconciles and balances assigned payroll general ledger accounts some of which may be highly complex; monitors and reviews support staff's balancing and reconciliation of general ledger payroll accounts and corrects records as necessary.

CITY OF HERCULES

4. Provides accurate and timely information and assistance to employees and department managers as requested or necessary.
5. Establishes and maintains payroll records, processes wage garnishments and reviews, audits and corrects records as necessary.
6. Receives and reviews timesheets from each department; calculates and enters timesheet data into the computer; calculates various payroll withholdings and deductions and processes the bi-weekly payroll; verifies that each employee receives a payroll check and earnings statement.
7. Develops, reviews, updates and/or distributes specialized reports and spreadsheets; compiles, calculates and analyzes data and information from a variety of sources; reviews and audits reports, identifies discrepancies, notifies supervisors and other appropriate sources and ensures that issues are resolved quickly and accurately; distributes reports to internal and external sources in a timely manner.
8. Interprets payroll policies and procedures for employees through written or oral instructions or other means; answers employee's technical questions; analyzes, studies and makes recommendations on development and implementation of improvements to systems, policies and procedures related to areas of responsibility.
9. Determines when employees become eligible for PERS membership and must understand the regulations and the processes that are involved to be able to report accurate information to the retirement system(s).
10. Provides payroll projections for the two-year budget process through the payroll accounting system.
11. Assists the Human Resources Department by providing payroll related information and compliance with personnel rules and regulations, (MOU's) and (MOA's).

ACCOUNTS PAYABLE, ACCOUNTS RECEIVABLE, BUSINESS LICENSE AND GENERAL RELATED ACCOUNTING TECHNICIAN DUTIES:

1. Performs a variety of accounting duties and reviews a variety of financial and account documents for completeness and accuracy, reconciles general ledger accounts and prepares appropriate journal entries, and reconciles discrepancies and makes adjustments on accounts payable, accounts receivable and business license accounts.
2. Performs accounts payable functions when assigned as a primary duty or as back-up – which includes processing insurance payments, City credit card payments, legal fees, various vendor accounts, contract vendors, petty cash transactions, and some employee benefits reconciliation; receives and reviews invoices; compares invoices to purchase orders; ensures proper authorization and compliance with City policies and procedures, as well as Federal and State tax and procurement laws; prepares 1099 and sale tax reports; confers with related departments when confirmation of information is needed.
3. Collects fees and other monies for City services; issues receipts; prepares and enters cash receipts in the general ledger and prepares bank deposits.
4. Performs sales tax reconciliation to business license information.
5. Processes utility tax payments when assigned.
6. Provides assistance with the overall review and preparation of the City's budget.
7. Performs accounts receivable functions when assigned as a primary duty or as back-up including

tracking payments, mailing invoices and statements, and posting revenues and receivables.

8. Provides training when assigned or as needed to other employees on finance software modules used for invoicing and payment approvals, including how to navigate modules, how to use the systems efficiently and how to obtain budget and account information and status of payables and receivables.
9. Oversees, assists and reviews data entry completed by departments in the Budgeting module, Cash Receipts module, Accounts (Miscellaneous) Receivables module, and the Purchasing/Inventory module.
10. Provides assistance with payroll related requests from the Municipal Pooling Authority, and various Personnel Office requests.
11. Performs business license functions when assigned as a primary duty or as back-up including processing entries for business licenses, determining appropriate fees according to the Ordinance, issuing business licenses, and sending out timely reminders and fees for licenses. Compiles collection information, processes letters for outstanding business license fees and late fees due the City and enforces the business license requirements according to established regulations.
12. Provides a friendly customer service atmosphere.
13. Performs a variety of clerical activities which include but not limited to acting as receptionist, receiving, screening and directing calls, typing various correspondence and maintaining records and files.
14. Evaluates and recommends upgrades/enhancements to the City's financial systems.
15. Performs related duties and responsibilities as assigned and/or required.

QUALIFICATIONS:

Knowledge of:

- Basic auditing and financial reconciliation procedures and practices.
- Principles and practices of accounting including accounts payable, accounts receivable, business license and payroll processing.
- Public Agency reporting procedures, federal, state and local governmental required reporting, including payroll deduction liabilities.
- Modern office procedures, methods and equipment including computers.
- Methods and techniques of general ledger reconciliation.
- Principles and procedures of financial record keeping and reporting.
- Basic mathematical principles.
- Applicable Federal, State and local laws, codes and regulations.

Ability to:

- Perform basic accounting functions.
- Operate office equipment including computers, word processing and spreadsheet applications.
- Prepare and reconcile journal entries.
- Prepare and reconcile various financial, accounting and payroll records.
- Assure confidentiality regarding payroll information.
- Prepare clear and concise fiscal reports.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective and positive working relationships with those contacted in the

course of work.

Special Requirements:

- Essential duties require the mental and/or physical ability to: read fine print and work with computer monitors; converse over the telephone and in person; operate a 10-key calculator by touch; and to bend, stoop, and/or stretch. It also requires the mental capacity to work with numerous interruptions when inquires from managers and staff need answering within a timely fashion. Multi-tasking and patience are critical attributes for the success on the job.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience Preferred: Three years of increasingly responsible accounting or bookkeeping experience. A minimum of two years of processing payroll for a Public Agency, preferably a local government. Proficiency in Microsoft Word and Excel. Knowledge of CalPERS Automatic Communications Exchange (ACES) internet system. Knowledge of SunGard HTE or similar payroll processing software programs is highly desirable. Work history in a multi-tasking work environment with specific imposed deadlines and requests to provide information to various department managers and employees.

Training: Equivalent to the completion of the twelfth grade supplemented by two years college level course work in accounting, bookkeeping or a related field and three years of payroll and accounts payable public agency work experience.

Required Skill Levels: The incumbent must possess the necessary skills to be able to process in-house payroll, reconcile billing and credit card accounts, and understand duties relevant to business licenses, accounts payable and accounts receivable. They must demonstrate the ability to prepare a variety of financial reports and show experience directly related to, and with the understanding of, processing legal requirements in regards to payroll taxes, wage garnishments, FLSA and PERS reporting. Competency in Microsoft Excel, Word and in payroll processing programs is also necessary.

Certifications: California Municipal Revenue and Tax Association (CMRTA) and the American Payroll Association (APA) are desirable.

License: Possession of a valid California Driver's License and a satisfactory driving record as determined by the City's policy as occasional driving is a function of the position.

Other Intermittent Requirements: The willingness and ability to work scheduled and emergency overtime, travel locally to the bank, and attend evening and out-of-town meetings and seminars on occasion during work and non-work hours.

WORKING CONDITIONS:

Environmental Conditions: Office environment; exposure to computer screens.

Physical Conditions: Essential and marginal functions may require maintaining physical condition necessary for walking, standing, lifting, bending, stooping, stretching or sitting for prolonged periods of time; performing data entry functions.

Note: Accommodations may be made for some of the essential functions/requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.

Employee Signature

Date

Supervisor Signature

Date

Updated: February 2008
Unit: Teamsters Full-Time
FLSA: Non-Exempt