



Department:	Finance
Bargaining Unit:	SEIU
Salary Range:	E39
Last Revision:	April 1995

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## SENIOR ACCOUNTING TECHNICIAN

### **DEFINITION**

Under direction, to perform a variety of the most complex and difficult technical accounting duties including those involving the responsibility for projects and issues which cross module and functional areas; to assume responsibility for a functional area which includes multiple sets of financial records; to coordinate with other department and City staff in order to consolidate information necessary for the preparation of financial reports, statements, and special financial analyses.

### **SUPERVISION EXERCISED**

Exercises technical and functional supervision over lower level clerical and technical accounting staff.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Assume responsibility for coordinating the work of a functional area which includes multiple sets of financial records; provide lead supervision, plan, and review the work of clerical and technical accounting staff responsible for providing accounting services and activities; plan, direct, and participate in the performance of complex accounting procedures, services, and activities.

Train assigned accounting staff including in the areas of work assignments, methods, techniques, and the use and operation of equipment in the assigned area; verify work of assigned employees for completion of assignment, accuracy, proper work methods, techniques, and compliance with applicable standards and guidelines.

Coordinate accounting activities with other department, division, and city staff in order to consolidate information necessary to ensure an accurate and orderly month end close; ensure tasks are completed accurately and timely.

Provide technical information and instruction regarding applicable procedures and methods; interpret and explain rules and regulations; answer questions and resolve problems or complaints.

Research and answer department questions regarding status of accounts, the proper coding of transactions, and other matters.

Perform the full range of complex and difficult duties including those involving responsibility for projects and issues which cross module and functional areas.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Perform the full range of duties in the assigned area of work.

Open and close assigned accounts; prepare, post, and input data; generate reports as assigned.

Provide monthly accounting statistics.

Audit and maintain files and records to facilitate proper system functioning and proper accounting treatment.

Distribute Petty Cash; balance and replenish the petty Cash drawer.

Assist in preparing data and information for reports to the State Controller.

Assist the general public at the front counter; respond to request and inquiries for information regarding City accounting policies and procedures.

### **OTHER JOB RELATED DUTIES**

Implement computer program changes as necessary.

Perform related duties and responsibilities as assigned.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Advanced accounting and financial records keeping principles, procedures, and methods and their application to projects and activities which cross module and functional areas.

Methods, practices, and procedures used in payroll, accounts receivable, accounts payable, and financial record keeping and reporting.

Operations, services, and activities of an accounting program.

Principles of lead supervision and training.

Basic principles of municipal budget preparation and control.

Automated financial management systems and computer accounting software programs.

Pertinent Federal State, and local laws, codes, and regulations.

Modern office practices, methods, and computer equipment.

**Knowledge of:**

Principles and practices used in dealing with the public.

Mathematical principles.

**Skill to:**

Operate modern office equipment including computer equipment.

Type and enter data at a speed necessary for successful job performance.

**Ability to:**

Plan, organize, and review the work of assigned staff.

Effectively coordinate the work of other department and City personnel.

Provide lead supervision and training to assigned staff.

Independently perform the most difficult technical accounting and financial operations work including projects and activities which cross module and functional areas.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research, collect, compile, and analyze information and data.

Handle multiple concurrent projects and manage priorities and tasks.

Apply accounting principles to the maintenance of general governmental financial and accounting transactions and audit of financial records.

Maintain ledgers and journals and reconcile bank statements.

Understand the organization and operation of the assigned department and the City necessary to assume assigned responsibilities.

Prepare, examine, and verify financial documents, statements, reports, and analyses.

Perform comparisons of data quickly and accurately.

Accurately tabulate, record, balance, and audit assigned transactions.

Classify fiscal documents and transactions.

**Ability to:**

Respond to questions from the public and City personnel regarding policies and procedures for assigned area.

Perform mathematical computations quickly and accurately.

Plan and organize work to meet schedules and deadlines.

Prepare and maintain accurate and complete financial records.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Three (3) years of increasingly responsible advanced technical accounting experience with some lead supervisory experience.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized training or college level course work in accounting or a related field.

**Special Requirements**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment.

**Effective Date:** April, 1995