



City of Pacific Grove
Established Date: 12/18/2013

ACCOUNTING TECHNICIAN

SUMMARY: Under basic supervision, uses knowledge of Finance Department chart of accounts and fund accounting rules, to perform experienced technical accounting and data entry duties; reviews and classifies Finance and Human Resources (F/HR) accounting information, and enters data into secure database system; processes transactions, identifies discrepancies, processes payroll, and assists with financial reports.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Performs a wide variety of experienced technical accounting functions, including the review and classification of specialized Finance and Human Resources (F/HR) accounting information, and the review and correction of accounting and payroll records; performs duties within scope of authority and training, and in compliance with City policies and quality standards.
- Using knowledge of Finance Department chart of accounts and fund accounting rules, reviews and classifies technical accounting transactions and reports, and enters data into secure database system.
- Administers F/HR database and systems, including payroll, fund and account setup, purchase order entry, vendor setup, and employee information updates.
- Updates and maintains payroll and benefits records as needed and according to MOU's and Personnel Action Form changes; reviews and verifies accuracy of timecards, deductions, and technical information; prepares technical reports for government agencies.
- Processes payroll, benefits, and technical transactions in compliance with all applicable federal, state and local rules, regulations, and procedures; reviews transactions, validates data, maintains databases, and compiles documentation.
- Assists City staff to resolve technical issues; updates, reviews, and researches employee records.
- Posts accounting transactions to computer ledgers; reviews source documents for compliance to rules and regulations; reviews and validates proper handling of accounting transactions within designated limits.
- Checks documents for validity and accuracy of information; performs mathematical calculations; records, files, sorts, and distributes related paperwork; reports discrepancies and variances to supervisor.
- Provides customer service, responds to requests for information, and resolves customer service issues in a courteous and respectful manner; answers questions and provides basic information within scope of authority; updates, retrieves, and releases information according to procedures.
- Assists with training and cross-training of technical accounting duties.
- Supports the relationship between the City of Pacific Grove and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Associate's Degree in accounting, information systems, or related field; AND five years government accounting experience, preferably with the City of Pacific Grove; OR an equivalent combination of education, training, and experience.

Knowledge of:

- City policies and procedures.
- Principles and practices of accounting, fund accounting, and records maintenance.
- Applicable state and federal statutes, rules, and regulations governing payroll and benefits accounting.
- Specialized City and state agency accounting and payroll software applications.
- City and state procedures for handling confidential material, and access to personnel records.
- Generally Accepted Accounting Principles for public sector bookkeeping and accounting.
- Customer service standards and protocols.
- Business computers and specialized software applications, including IBM Cognos Controller financial consolidation software.

Skill in:

- Working independently to perform a wide variety of accounting functions, using knowledge of Finance Department policies and procedures.
- Maintaining payroll documentation, and verifying and reconciling payroll information and reports.
- Meeting deadlines and strict time frames for processing payroll, technical documents, and reports.
- Administering financial information systems and database, and generating reports.
- Maintaining interrelated financial and technical records, and identifying and reconciling errors.
- Entering complex numerical data into a computer system with skill and accuracy.
- Explaining City policies and procedures while exercising the highest degree of confidentiality.
- Dealing tactfully and courteously with the public.
- Following verbal and written instructions and procedures.
- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License may be required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment.