

ACCOUNTING SPECIALIST

Definition

Under general direction of the Financial Services Manager, the Senior Accounting Technician performs difficult and responsible paraprofessional work primarily in accounts payable or payroll. The person in this position will assume responsibility for an end product and work independently in performing a variety of responsible administrative and technical duties. The Senior Accounting Technician is a specialist in one or more fiscal areas and functions with a high degree of independence. This level is characterized as having a greater proportion of paraprofessional duties in comparison to high level clerical duties.

Examples of Duties

Accounts Payable: The Senior Accounting Technician in the Accounts Payable function oversees the accounts payable process which includes; examining and auditing documents for accuracy and compliance with City accounting and purchasing policies and procedures, making disbursements to satisfy claims against the City, maintaining accounts payable control, maintaining accounts payable files and supervising subordinate staff. This position also, under general direction of the Financial Services Manager, gathers cost accounting information from multiple sources and compiles data for a variety of reports. The person in this position will operate a variety of computer software applications including, but not limited to, spreadsheets, databases, word processors and the City's financial system. The person in this position will be required to answer inquiries and complaints on a variety of subjects, work closely with employees of other departments on a variety of technical accounting issues, provide related training, provide exemplary customer service and perform other related job duties as required.

Payroll: The Senior Accounting Technician in the Payroll function examines and audits payroll documents for accuracy and compliance with City rules and regulations, Memorandum of Understanding and City policies. This position is responsible for the on-going payroll process which includes maintaining the City's payroll master file, personnel and position control computer data bases. This position is responsible for preparing the City's federal and state payroll tax deposits and administering the City's Section 457 deferred compensation and Section 12 cafeteria plans. The person in this position also, under general direction of the Financial Services Manager, gathers payroll related accounting information and compiles data for the City's cost analysis project. The person in this position will operate a variety of computer software applications including, but not limited to, spreadsheets, databases, word processors and the City's financial system. The person in this position will be required to answer payroll

and personnel related inquiries and complaints, conduct various payroll and benefit related audits, work closely with employees of other departments on a variety of technical payroll and accounting issues, provide related training, provide exemplary customer service and perform other related job duties as required.

Employment Standards

Education and Experience

Education: Any combination of schooling equivalent to graduation from High School or GED is required. Supplemental courses in accounting, finance, business, personnel management and related fields are desirable. An Associate of Arts degree is desirable.

Experience: Three years of responsible technical experience in an accounting related position and two years of experience in the supervision of subordinate staff is required. Some payroll experience is required.

Knowledge and Abilities

Knowledge: A Senior Accounting Technician must possess knowledge of general accounting principles, practices and procedures; accounts payable and payroll procedures and computer applications used in accounting functions; knowledge of governmental accounting practices and procedures is desirable but not required.

Ability to: Perform a variety of paraprofessional and accounting procedures, apply accounting principles and procedures in a variety of transactions, prepare accounting, financial, and statistical reports, compile basic and supporting data, interpret labor contracts and communicate clearly and effectively both verbally and in writing. The Senior Accounting Technician will function with a high degree of independence, supervise subordinate staff, provide outstanding customer service and exercise sound judgement in decision making