

FINANCE TECHNICIAN

DEFINITION

Under general supervision of the Director of Finance or a Finance Department supervisor or manager, performs a variety of complex and specialized finance and administrative duties in an assigned functional area of responsibility; functions as a liaison between the Finance Department, citizens, and other City departments by answering questions and solving complicated and/or sensitive problems; and performs a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the journey level technical class and it is expected that the incumbent would perform the full range of duties for this class independently and only receive occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit.

SUPERVISION RECEIVED

Receives general supervision from the Director of Finance or a Finance Department supervisor or manager.

SUPERVISION EXERCISED

May exercise technical and functional supervision over lower level finance clerical staff as necessary.

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Performs specialized and detailed work in the review and processing of various financial records and related materials; ensures the integrity of data and information related to area of assignment which may include cash management, payroll, accounts payable/receivable and consolidated billing.

Analyzes and reconciles a variety of journals, accounts, reports and records; to prepare, process, and maintains accounting system records, and transactions.

Prepares journal entries and general ledger reconciliations and performs month and year-end closing of accounting records; assists with City-wide budget development and monitoring.

Balances financial information system controls; balances and posts financial transactions to ledgers and sub-ledgers and reconciles to the accounting system; and balances various other financial transactions with source documents and controls.

ESSENTIAL DUTIES (continued)

Processes and prepares payrolls; responds to staff regarding payroll related questions; updates employee information in payroll systems.

Maintains subsidiary records of fixed assets and depreciation, and tags all fixed assets.

Assists in the preparation of schedules as required for audits and special requests.

Prepares, compiles, tabulates and maintains data and complex documents; assists with preparing technical financial, statistical and operational reports, statements and records.

Responds to inquiries from the public in person, by telephone, and/or in writing, regarding areas of responsibility and initiates appropriate action to resolve problems.

Researches and answers inquiries from employees and other City departments regarding the status of accounts and payments, including proper transaction coding and related matters.

Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Assists in daily operations providing general clerical support as needed.

Performs related work as necessary.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Practices, methods, and terminology used in financial and statistical record keeping.

Principles and practices of routine analytical research.

Customer service principles and problem resolution techniques.

Modern office practices and procedures, computer equipment and software applications related to financial accounting.

Business letter writing and report preparation.

Pertinent local, state and federal laws, ordinances, rules and regulations.

Governmental accounting and reporting practices, especially as applied to municipal organizations.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Ability to:

Prepare, process, review, and check submitted accounting and financial documents, records, and forms for accuracy, completeness and conformance to applicable policies, rules, and regulations.

Research and compile technical and financial information.

Operate a personal computer for data entry, inquiry, and report generation.

Maintain confidentiality of a wide range of sensitive information.

Make accurate mathematical calculations.

Independently perform complex and responsible technical work involving financial and related statistical record keeping.

Respond to and assist in resolving difficult and/or sensitive inquiries related to financial accounting records and processes.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative relations with those contacted during the course of work.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Three (3) years of increasingly responsible experience performing financial/statistical record keeping and accounting/bookkeeping duties.

Education: Equivalent to an Associate's degree from an accredited college or university in accounting, finance or a related field.

Licenses and Certificates: Possession and maintenance of a valid Class C California Driver's License.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, walk, reach,

twist, turn, kneel, bend, squat and stoop in the performance of daily office activities; converse by telephone, email, in person, and to small or large groups and be clearly understood; read and comprehend technical and complex financial documents; interact with the public and all different levels of City staff in an effective and professional manner; and safely lift, carry and maneuver office supplies and equipment, documents, or boxes of examination, training, or other financial related materials, weighing up to 40 pounds. Essential functions must be performed with or without reasonable accommodations.

PROBATIONARY PERIOD: One (1) Year

115CS12

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APP GROUP: 15

FPPC STATUS: Non-Designated

FLSA STATUS: Non-Exempt