



## City of Larkspur

# ACCOUNTING TECHNICIAN

### **DEFINITION**

Under the direction of the Finance Director, the Accounting Technician compiles, reconciles and verifies accounting information; and sets-up and maintains a variety of accounts, files and fiscal records in the City of Larkspur's Finance Department.

### **DISTINGUISHING CHARACTERISTICS**

This is an advanced journey-level technical position in the Finance Department. An incumbent in this position, although working within established guidelines, is expected to independently handle the daily business of one or more areas of Finance Department activity, including payroll and benefits; and to use judgment, discretion, diplomacy and resourcefulness in solving problems with vendors, contractors, the general public and City staff, especially those problems relating to monetary discrepancies or delinquencies. The Accounting Technician is a confidential employee.

### **SUPERVISION RECEIVED AND EXERCISED**

The Accounting Technician reports to the Finance Director, and may receive project or technical direction from the City Manager and/or human resources management staff. While there are no direct reports, the Accounting Technician may provide technical direction and/or training to a range of office support personnel.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** *(Include but are not limited to the following:)*

- Performs difficult, technical and complex accounting, financial and/or budgetary support work within general policy and procedural guidelines; prepares or participates in the preparation of payroll, accounts payable, and accounts receivable as assigned, as well as control and account verification of an accounting system.
- Audits and verifies payroll information, including source data and automated reports; in a centralized setting, produces trial balances for salaries, benefits, deductions and various leave information.
- Maintains records for the employee payroll systems and reconciles and prepares reports and payments to various tax, financial, and insurance organizations.
- Maintains employee leave records and prepares reports as required.
- Reviews and reconciles varied reports and journals with budget, payroll, tax, revenue or related financial or business data.
- Prepares and submits complex claims of programmatic expenditures for submission to various funding agencies for reimbursement; audits expenditures and allocates them to cost centers; estimates income, expenditures and reserves.
- Prepares daily, weekly, quarterly, annual and special reports related to the functional area to which assigned; develops automated methods of compiling data and generating standard reports, using spreadsheet and database software.
- Receives and balances receipts from various departments; allocates and posts revenue daily; prepares deposits and journal entries.

- Conducts and follows through on a variety of special projects, which may involve financial and accounting research and analysis, summarization of information and preparation of statistical and narrative reports.
- Provides information to the public, vendors, staff and others, which requires the use of judgment and the explanation of policies, rules or procedures.
- Recommends changes to procedures and forms; implements changes after approval.
- Uses a variety of standard office equipment, including a computer and various financial, spreadsheet and word processing software.
- Provides technical direction to accounting support/customer service staff when dealing with financial and accounting matters.

## **REQUIREMENTS**

### **Knowledge of**

- Methods, practices, and terminology used in municipal finance, fund accounting and budgeting
- Practices and techniques of automated accounting, financial record keeping and report preparation.
- Principles and practices of auditing and reconciling a variety of financial and accounting documents and records.
- Computer applications related to the work, including spreadsheet and data base applications.
- Standard office practices and procedures, including records management and the operations of standard office equipment
- Applicable federal, state, and local laws, codes, rules, and regulations, pertaining to assigned area(s) of work

### **Skill and Ability to**

- Develop and maintain recordkeeping systems and procedures; gather and analyze data, and prepare reports
- Learn and utilize new technology
- Communicate effectively with co-workers and customers
- Interpret, explain and apply complex accounting and financial policies, procedures and transactions, and to make procedural decisions and judgments
- Organize own work, setting priorities and meeting critical deadlines
- Make accurate calculations, data entry and records maintenance
- Organize and present detailed information clearly and concisely
- Demonstrate proficient use of the Microsoft Office suite, and competence with databases and finance/accounting systems
- Establish and maintain effective working relationships with those contacted in the course of the work.

## **EDUCATION AND/OR EXPERIENCE**

Sufficient experience and education related to complex financial recordkeeping and problem solving to demonstrate the knowledge and skills listed and to perform the essential duties is required. A typical way of obtaining the required qualifications is:

Possession of an Associate's Degree (or equivalent) in Accounting or related field, and at least three (3) years of progressively responsible experience in financial and statistical recordkeeping work, including experience with payroll and benefits administration activities. Experience performing fiscal recordkeeping or accounting work in a government finance environment is highly desirable. Additional experience as outlined above may be substituted for the education on a year for year basis.

### **PHYSICAL WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Position requires prolonged sitting, standing, walking, kneeling, squatting and stooping in the performance of daily activities.
- The employee will occasionally be required to climb or balance or crawl.
- While performing the duties of this job, the employee is regularly exposed to video display terminals. The position also requires repetitive hand movement and fine coordination in data entry and preparing reports using a computer keyboard.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Acute hearing is required when providing phone and personal service.
- The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 35 pounds.

### **OTHER**

*FLSA Status: Non-exempt*  
*Bargaining Unit: Larkspur Miscellaneous Employees Association*  
*Approved by: City Manager Dan Schwarz*  
*Date: August 20, 2014*