

## **TOWN OF PORTOLA VALLEY ACCOUNTING TECHNICIAN**

FLSA Status: Non-exempt  
Adopted: June 2016

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

### **GENERAL DEFINITION**

The Accounting Technician is an experienced journey-level accounting classification. The incumbents apply specialized knowledge in the performance of advanced level technical accounting work. Under direction, performs tasks related to account payable/receivable and other fiscal maintenance operations such as payroll, general ledger, fixed assets, financial reporting, annual audit, purchasing, business registrations, involvement in the Town's budget preparation, and related work as required. Incumbents are normally expected to solve most work problems independently and to refer to supervisory personnel only those matters which involve policy decisions, technical questions and unusual problems, but do not have independent purchasing authority.

Further, this classification assumes some website management, coverage for Town Clerk responsibilities, and coverage for Administrative Assistant duties.

### **DISTINGUISHING CHARACTERISTICS**

The Accounting Technician receives supervision from the Administrative Services Manager with general supervision from the Town Clerk when assigned to specific tasks.

### **TYPICAL DUTIES AND RESPONSIBILITIES**

Duties may include, but are not limited to:

- Performs responsible accounting clerical work involving the processing, maintenance and reconciliation of financial and statistical records in an accounting system
- Posts, computes, compares and files a variety of routine and complex financial, accounting, payroll and statistical information utilizing manual and automated financial records and processing systems
- Makes recommendations for the adjustment of journals or transfer of entries to make revenue or expenditure corrections; enters data into automated financial system
- Prepares spreadsheets used by Departments to develop their budgets, enters budget information into the financial system based on numbers provided, and generates summary schedules
- Searches records and provides factual data from information on file
- Researches and solves a variety of problems related to assigned activity
- Provides information and assistance to Town staff and to the public

- regarding applicable departmental policies, rules and procedures
- Interprets financial policy, providing recommendations and works with operational staff in solving financial problems of varied complexity
- Processes accounts payable/accounts receivable and revenue
- Reviews invoices for accuracy and appropriate authorization
- Verifies account balances
- Receives payment and prepares business license certificates
- Posts receipts, encumbrances and expenditures to various accounts
- Reconciles accounts and prepares general ledger entries
- Performs general office support and reception duties
- Exhibits and encourages behavior that is consistent with the Town's risk management program and decreases risk of accident or injury to self, employees, residents, visitors and their property
- Performs other duties as assigned

**When assigned to the Town Clerk**

- Provide assistance to residents, the general public, vendors, or other professionals or office visitors; respond to requests for information and distribute appropriate forms, manuals, pamphlets and documents; assist in fulfilling requests under the Public Information Act
- Compose, publish and post notices for regular and special meetings, public hearings and public bids and openings; ensure compliance with legal guidelines; adhere to proper legal noticing procedures
- Provides backup for posting of council/committee packets as needed
- Update website as needed with meeting and committee material
- Update Master Calendar of activities, meetings, and various events about upcoming Town functions as required
- Manage incoming emails to Town Center

**When covering for the Administrative Assistant**

- Perform duties as required including business license management and event/recreation oversight
- Updated event/recreation calendar
- Process class registrations, instructor paperwork and payments

**EXAMPLES OF MARGINAL DUTIES:**

- Assist in a variety of department operations and perform special assignments as assigned
- Perform a variety of office administrative tasks including ordering supplies, arranging for meetings and transmitting information
- May participate in the preparation of special events, budget packet preparation, or other related duties as required
- Respond to emergency situations as required
- Attend and participate in group meetings; stay abreast of new developments within assigned area of responsibility

## **QUALIFICATIONS**

### **Knowledge of:**

- The Municipal Code
- Modern office technology
- Principles and practices of customer service
- Principles and practices of financial administration, fund accounting and basic budgeting, including generally accepted accounting principles
- Application of data processing in accounting including data input and reporting
- Methods and techniques of administrative analysis
- Pertinent Federal, State, Town and department guidelines and procedures
- Standard office practices and procedures, including filing and the operation of standard office equipment, including a computer
- Computer applications involving word processing, spreadsheets, data entry, database access and/or standard report generation
- Business letter writing and the standard format for typed materials
- Methods and techniques for basic report preparation and writing
- Recordkeeping principles and practices

### **Ability to:**

- Establish, maintain and foster cooperative working relations with others from diverse backgrounds, including elected officials, co-workers and the public effectively and with courtesy, in person, via e-mail and over the phone
- Follow written and oral instructions and procedures
- Communicate effectively, both orally and in writing, by using proper English grammar, spelling and punctuation
- Analyze, interpret, and explain financial policies and procedures
- Prepare accurate and timely financial statements and reports
- Conceive, propose, implement and maintain sound fiscal procedures and records
- Compile, correlate and analyze a large volume of written and numerical data
- Conceive and effectively propose solutions to problems
- Acquire knowledge of, interpret and apply policies, procedures, codes, regulations and laws related to assignment, department, other functions of the city and other governmental agencies in a timely manner
- Effectively train and/or educate other employees
- Perform duties on a regular and consistent basis; meet critical deadlines
- Acquire knowledge of applicable policies, codes and other functions of the city and other governmental agencies
- Utilize word processing, spreadsheet programs and personal computer
- Process, input, compute and reconcile financial data
- Provide general clerical support
- Coordinate office functions
- Make adjustments to standard operating procedures as is appropriate
- Prepare and maintain accurate documents, records and reports
- Maintain accurate office files

- Respond to and interact with elected officials, co-workers and the public effectively and with courtesy, in person, via e-mail and over the phone

### **EDUCATION AND EXPERIENCE**

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

- Education: Equivalent to a two-year degree in accounting, business, finance or closely related field.
- Experience: Three to five years of progressively responsible accounting experience, preferably including at least two years of local government or non-profit agency experience.

### **SPECIAL REQUIREMENTS**

These functions may be performed with or without reasonable accommodation:

- Speak clearly and understandably
- Review reports and correspondence quickly and accurately
- Use dexterity and vision necessary to operate computer equipment with a high degree of productivity
- Intermittently twist to reach equipment in their work area
- Perform simple grasping and fine manipulation
- Operate basic office equipment (i.e. telephone, copier, calculator, etc.)
- On a continuous basis, must sit at a desk and in meetings for long periods of time
- Perform all duties listed on the job description except those determined to be incidental
- Essential functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; lifting and carrying weight of 10 pounds or less; reaching; extensive use of computer keyboard; near visual acuity for composing reports using a computer, and/or as specified in the job analysis
- Possession of, or ability to obtain, a valid California driver's license. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis