



Class Code: 037.2
WP Code: AcctgTech Conf I
Established: _____
Revised: 6/27/91; 4/28/16
EEO Code: Technical

CLASS SPECIFICATION

City of Newark, California

ACCOUNTING TECHNICIAN I – CONFIDENTIAL

DEFINITION - Under general supervision, provides a variety of difficult financial, treasury and accounting office and technical support involving confidential matters; may perform office administrative duties, including some typing and record keeping; performs related work as assigned.

CLASS CHARACTERISTICS - This journey level specialist class performs complex or difficult accounting support or payroll work requiring independent judgment or the application of technical skills. This class is comparable to the generic classification of Accounting Technician except that this class performs work involving confidential information relating to payroll and labor relations data.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Perform responsible accounting, treasury or financial technical support work in such areas as general ledger, payroll, investments, cash management, and bond maintenance;

Establish, maintain and update information and data in manual and computerized employee record files;

Review, proof, verify and balance confidential payroll data submitted by departments, ensuring compliance with policies and laws;

Reconcile all payroll deductions and submit for payment;

Generate various computer records, reconcile with corresponding reports, prepare required accompanying documentation and submit to the appropriate agency;

Assist with cost analysis of negotiation proposals, personnel programs, and employee benefit packages;

Prepare, verify and distribute various periodic reports;

Review and analyze the general ledger, resolving any discrepancies;

Update and reconcile various worksheets and prepare year-end journal entries;

Prepare and review drafts of audits and assist auditors by preparing and providing required materials and information;

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Monitor special assessments by examining and balancing monthly statements, calculating the distribution of interest income, reviewing billings and calculating remittances, and updating computer programs to reflect tax rolls;

Compare actual expenditures with appropriations and research and resolve any problems or issues;

Edit budget narrative and figures;

Review and input current, amended and new budget and revenue figures for inclusion in the annual budget;

Prepare various graphics and file in the budget preparation process;

Research and assemble information from a variety of sources for the completion of forms or the preparation of reports;

Make complex arithmetic, financial or statistical calculations; provide information to representatives of financial institutions, the public or the City staff that requires the use of judgment and the interpretation of policies, rules or procedures;

Use a computer system to enter data and generate reports and operate standard office equipment;

Perform a variety of administrative support work such as organizing and maintaining various files, typing correspondence, reports, forms, and specialized documents, and proofreading and checking materials for accuracy, completeness and compliance with City policies and regulations;

Organize work, set priorities and follow-up to ensure coordination and completion of assigned work.

MINIMUM QUALIFICATIONS

Knowledge of:

Financial recordkeeping, bookkeeping and basic governmental accounting principles and practices.

Basic auditing principles and practices.

Office management practices and procedures, including filing and the operation of standard office equipment.

Business arithmetic, including percentages and decimals.

Correct business English usage and the standard format for typed materials.

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Business data processing principles and the use of word processing equipment.
Fair Labor Standards Act and other relevant laws, rules and regulations.

Ability to:

Organize, prioritize and coordinate work activities.

Prepare, maintain and reconcile various complex financial, accounting, payroll, statistical, auditing and numerical records.

Read, interpret and apply rules, policies and procedures.

Organize, research, and maintain office files.

Make arithmetic calculations with speed and accuracy.

Use initiative and sound independent judgment within established guidelines.

Operate standard office equipment, including a personal computer.

Establish and maintain effective working relationships with those contacted in the course of the work.

Experience and Training

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

Experience:

Four years of bookkeeping, payroll, accounting, treasury or financial support experience at a level equivalent to Accounting Assistant I/II or two years of similar experience at a level equivalent to Senior Accounting Assistant.

Education:

Graduation from high school or equivalent.
Specialized business or college level coursework in accounting or bookkeeping and experience in a governmental or municipal setting are desirable.

License or Certificate

Possession of, or ability to obtain, a valid California driver's license and a satisfactory driving record.

Probationary Period: 6 Months

FLSA: Nonexempt