



Class Code: 71.0
WP Code: Acctg Tech Conf II
Established: 04/28/2016
Revised: _____
EEO Code: Technician

CLASS SPECIFICATION

City of Newark, California

ACCOUNTING TECHNICIAN II – CONFIDENTIAL

DEFINITION - Under general supervision, performs difficult financial, treasury, and accounting work; assists in the preparation of the City's annual budget and annual state compensation report; prepares statistical and financial reports related to budget, payroll, and staffing costs; and performs related work as required.

CLASS CHARACTERISTICS - This is a specialized classification involving a variety of technical support duties related to accounting, budget, and payroll. This class performs assignments requiring independent judgment and the application of technical and sub-professional accounting skills. This class differs from Accounting Technician I – Confidential in that it performs assignments requiring a higher level of accounting knowledge and involving work on special projects related to the budget and reporting.

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

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;

Prepare journal entries and maintain the general ledger and subsidiary ledgers;

Prepare, update and reconcile various worksheets;

Ensure proper authorization and documentation for disbursements and other transactions;

Assist in the performance of the year-end review of accounts;

Assist auditors by locating records and explaining City policies and procedures;

Review drafts of audit reports;

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

Confer with other department's staff on accounting and payroll processing matters;

Assist with development of the City's five year forecast and annual budget;

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Prepare various graphics and files in the budget preparation process;

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

Maintain spreadsheets on City projects and ensure compliance with grants and other legal requirements as related to staff costs;

Work with Finance Director and other department staff to develop and refine management accounting systems;

Make complex arithmetic, financial or statistical calculations;

Provide information to representatives of financial institutions, the public or City staff;

Uses a computer system to enter 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, editing, proofreading and checking materials for accuracy, completeness, and compliance with City policies and regulations;

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.

Basic policies and practices related to municipal budgeting.

Relevant laws, rules, and regulations

Fair Labor Standards Act and other relevant laws, rules and regulations.

Ability to:

Prepare, maintain, and reconcile various complex financial, accounting, payroll,

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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 and create spreadsheets.

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.

Deal effectively and courteously with co-workers, other departments and the public.

Review and interpret financial reports.

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:

Five years of bookkeeping, payroll, accounting, treasury, or financial support experience at a level equivalent to Accounting Assistant I/II or three years of similar experience at a level equivalent to Accounting Technician – Confidential I.

Training:

Graduation from high school or equivalent.

Specialized business or college level course work in accounting or bookkeeping and experience in a governmental or municipal setting are desirable.

A college degree in business or accounting may be substituted for some of the required work experience.

License or Certificate

Possession of, or ability to obtain, a valid California Class C Driver's License and a satisfactory driving record.

Probationary Period: 6 months

FLSA: Nonexempt