



Class Code: 044
WP Code: M:FINTECH
Established: 3/25/93
Revised: 12/14/2017
EEO Code: Management _____

CLASS SPECIFICATION

City of Newark, California

FINANCE TECHNICIAN I

Nature of Work: Under general supervision, performs difficult financial, treasury, and accounting work; assists in the preparation and control of City's annual budget and annual state reports; prepares statistical and financial reports; provides management accounting support to the Finance Director and other City staff; and does related work as required.

Class Characteristics: This is a specialized classification involving a variety of technical support duties related to accounting, budget, and management analysis. This class performs assignments requiring independent judgment and the application of technical and sub-professional accounting skills. This class differs from Accounting Technician in that it performs assignments requiring a higher level of accounting knowledge and involving work on special projects related to the budget and management analysis.

Illustrative Examples of Work: Prepares journal entries and maintains the general ledger and subsidiary ledgers; prepares, updates and reconciles various worksheets; assists in the performance of the year-end review of accounts, preparation of adjusting and closing entries, and preparation of year-end financial statements; assists auditors by locating records and explaining City policies and procedures; reviews drafts of audit reports; assists in maintaining assessment district records; compares actual expenditures with appropriations and researches and resolves any problems or issues; confers with other department's staff on accounting matters; assists with development of the City's five year forecast and annual budget, assists in assembling revenue estimate information; prepares various graphics, tapes and files in the budget preparation process; researches and assembles information from a variety of sources for the completion of forms or the preparation of reports; assists with preparing, analyzing and verifying statements of financial condition; calculates monthly ISF charges for equipment replacement activity; maintains spreadsheets on City projects and ensures compliance with grants and other legal requirements; works with Finance Director and other department staff to develop and refine management accounting systems; provides technical assistance on management analysis projects; makes complex arithmetic, financial or statistical calculations; provides information to representatives of financial institutions, the public or City staff; uses a personal or on-line computer system to enter and generate reports; performs 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; operates standard office equipment. May provide lead supervision over technical and clerical accounting personnel as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

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.
- Mini and micro computers and related software such as word processing and spreadsheets.
- 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

Ability or Skill to:

- 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 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.

Education and Experience: Any combination of education, training, or experience equivalent to graduation from high school and 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 Senior Accounting Assistant. 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.

Special Requirement: Possession of a valid California driver's license.

Probationary Period: 6 months

FLSA: Nonexempt