



CENTRAL COUNTY FIRE DEPARTMENT

ACCOUNTING TECHNICIAN

Bargaining Unit: Clerical
FLSA Status: Non-Exempt

Summary of Benefits: Clerical
Creation Date: 5/1/14 Revised: 6/1/17

GENERAL PURPOSE

Under general supervision of the Administrative Services Manager, performs responsible accounting support and administrative work in the preparation, processing, maintenance and verification of accounting documents and records, primarily Accounts Payable/Receivable, and Payroll and related work as required.

DISTINGUISHING CHARACTERISTICS

This is the journey level position in the Accounting Technician series. It differs from the Senior position in that the Senior position exercises a significant amount of decision making and functions with a higher degree of independence.

ESSENTIAL DUTIES

When assigned to Payroll

- Verifies, audits, edits and prepares bi-weekly payroll and maintains payroll records; reviews employee timesheets; enters payroll data; identifies and resolves problems and inconsistencies relative to the maintenance of payroll accounting controls
- Reconciles payroll reports to ensure accuracy and completeness of payroll and deductions; transmits direct deposit information; prints and distributes checks and direct deposit check stubs; prepares manual checks when necessary; makes wage adjustments
- Prepares payroll records for posting to the general ledger; prepares payroll journal entries; prepares a variety of routine and special reports as necessary; reviews and approves all vouchers for payment of payroll liabilities
- Demonstrates understanding of applicable wage policies, procedures and work methods associated with assigned duties; maintains current knowledge of city, state and federal legislation affecting payroll; attends training, classes or meetings associated with assigned duties
- Reviews, tracks and maintains records of applicable employee benefits; prepares and generates deferred compensation payment reports; prepares, generates and provides payroll reports to PERS; as appropriate, reconciles health and benefits provider and agency benefit data; compiles and provides necessary reports and initiates payment to providers; resolves billing errors and discrepancies with providers
- Prepares specialized financial reports requiring the review of financial records to select pertinent information and submits these reports to administrative officials
- Assists employees with payroll questions and requests; assists employees in the completion of payroll related forms; researches and analyzes data regarding salaries and benefits for cost studies

When assigned to Accounts Payable

- Verifies, audits and edits employee time entry in Telestaff; reviews and finalizes daily rosters for payroll
- Reviews all invoices for appropriate documentation and approval prior to payment

- Pays vendors by; verifying Federal ID numbers; scheduling and preparing checks; resolving purchase order, contract, invoice or payment discrepancies and documentation; insuring credit is received for outstanding memos; issuing stop-payments or purchase order amendments
- Processes check requests, wire transfers and ACH payments
- Audits and processes credit card statements for payment
- Assists with maintenance of 1099 and W9 records throughout the year and prepares and reports annual 1099 information
- Responds to vendor inquiries, reconciles vendor statements, researches and corrects discrepancies when necessary
- Assists with compilation of sales and use taxes by calculating requirements on paid invoices
- Maintains files and documentation thoroughly and accurately, in accordance with department policy and generally accepted accounting practices; assists in month and year end closing

When assigned to Accounts Receivable

- Maintains billing system, customer files and records; generates monthly/quarterly billing
- Processes billing, collections and reporting activities in accordance with accounting policies and procedures
- Runs monthly A/R reconciliation and aging reports; monitors customer accounts for non-payments and other irregularities
- Researches and resolves payment discrepancies and customer inquiries
- Initiates collections efforts and works with collection agency to ensure collection of monies owed
- Assists with month/year end closing

MINIMUM QUALIFICATIONS

- Graduation from high school or GED equivalent
- Completion of 12 units of relevant accounting classes
- Experience can be substituted on a year for year basis

Payroll

- Three (3) years of experience in bookkeeping and accounting with at least two (2) years of experience in governmental payroll

Accounts Payable

- Three (3) years of experience in bookkeeping and accounting with at least (2) years of experience in Accounts Payable

Accounts Receivable

- Three (3) years of experience in bookkeeping and accounting with at least (2) years of experience in Accounts Receivable

REQUIRED QUALIFICATIONS

- Knowledge of financial record keeping, bookkeeping and governmental accounting practices and procedures

Payroll

- Principles and practices of municipal payroll processing, payroll records maintenance
- Federal, state and local wage and hour laws, codes, ordinance and labor agreements

- Knowledge of automated payroll systems and operations and financial systems databases
- Accounts Payable
- Thorough knowledge of applicable accounts payable practices and procedures

SKILLS AND ABILITIES

- Read, interpret and record data accurately
- Organize, prioritize, and follow-up on work assignments
- Work independently and as part of a team; make sound decisions within established guidelines
- Communicate clearly and concisely; follow written and oral directions
- Strong problem-solving skills, basic accounting principles knowledge, documentation skills, research and resolutions skills, data analysis and multi-tasking skills
- Ability to perform mathematical computations such as percentages, fractions, addition, subtraction, multiplication and division quickly and accurately
- Cross-train in various financial functions which may include accounts payable, accounts receivable, payroll and cash receipts
- Maintain department records, including confidential personnel and fiscal matters.
- Operate a variety of standard office equipment
- Perform other duties as assigned
- Maintain internal control of payroll operations
- Interpret, explain and apply a variety of laws and regulations governing payroll administration
- Accurately maintain payroll records, reports and files and process payroll in a timely manner
- Identify errors in records and payroll information and make appropriate changes
- Match, batch, code and enter invoices; reconcile batches

Ability to sit, stand, walk, kneel, crouch, sit at a desk and work on a computer for extended periods of time; lift ten (10) pounds; mental alertness and comprehension to learn and retain technical and administrative information, terminology, equipment, policies, procedures and safety practices; vision to read printed materials and a computer screen; and hearing and speech to clearly communicate in person and over the telephone.

Human Resources Approval

Date

Fire Chief Approval

Date