



CENTRAL COUNTY FIRE DEPARTMENT

## SENIOR ACCOUNTING TECHNICIAN

Division: Administration  
FLSA Status: Non-Exempt

Bargaining Unit: Clerical  
Creation Date: 1/2015

### GENERAL PURPOSE

This classification is responsible for performing a variety of clerical and technical accounting duties, in support of all aspects of the financial operations.

### DISTINGUISHING CHARACTERISTICS

This position is responsible as the lead in the preparation and maintenance of accounting records pertaining to Payroll, General Accounting, Accounts Payable, Accounts Receivable and other specialized areas of the accounting processing. This position demonstrates proficiency in the full range of duties and performs the more complex accounting processing assignments. This position works under general supervision of the Finance Director/Assistant Finance Director, with a dotted line reporting relationship to the Administrative Assistant.

### ESSENTIAL DUTIES

Incumbents in this position typically perform but are not limited to the duties noted below on a regular basis:

- Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties
- Processes the Department's financial transactions in a timely manner in compliance with laws, regulations, and Department policies
- Processes payroll, including payroll filings and taxes, benefits and pension processing and accounting, and general accounting transactions
- Processes accounts payable and other general ledger transactions in compliance with applicable policies and procedures
- Records financial transactions and prepares financial and statistical statements and reports
- Maintains databases, forms and procedures relevant to assigned duties
- Researches and stays current on laws and regulations for areas of responsibility and implements the necessary changes into the processes
- Prepares journal entries for all postings into the General Ledger
- Prepares reconciliations of general subsidiary ledger accounts and maintains journal ledgers
- Independently prepares financial reports for management and statutory filings
- Prepares audit supporting work papers, some budgetary data, and other financial analysis
- Prepares complex spreadsheets to calculate balances for allocations and calculations used in budgeting and posting year end accruals and balances
- Maintains files in accordance with policy, including coordination of scanning and filing of documents for onsite and offsite storage
- Independently identifies and resolves issues

- Researches and responds to inquiries from the public and Department staff
- Assists in the development of policies and procedures for area of responsibility
- Independently keeps abreast of technical and legal requirements and incorporates changes into the process
- Utilizes financial software for processing financial transactions.
- Utilizes general office software, such as word processing and spreadsheets, in conjunction with job duties
- Establishes positive working relationships with staff in all member agencies, divisions, as well as vendors, employees, and other agencies to perform research and conduct job duties

**MINIMUM QUALIFICATIONS**

Knowledge of methods, practices and terminology used in financial records keeping, basic governmental accounting principles, and financial software. Skills to maintain financial policies and procedures; prepare accurate reports and reconciliations; accurately maintain complex financial and statistical data and records. Ability to manage multiple competing priorities. Ability to identify need for and to initiate process improvements and to identify and resolve issues independently. Demonstrated ability to establish and maintain cooperative working relations with internal and external customers, expressing self clearly and concisely in both written and oral form.

**EDUCATION AND TRAINING**

Minimum of an AA degree in accounting or 12 units of relevant accounting classes and three years of work experience in a technical area of accounting processing (such as payroll or general accounting) Experience should include proficiency with complex financial systems, complex spreadsheets, and basic accounting knowledge.

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Human Resources Manager

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Date

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Fire Chief Approval

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Date