

ACCOUNTING TECHNICIAN

DEFINITION/PURPOSE: Perform a variety of difficult and specialized accounting work in the preparation, maintenance, and review of financial and statistical reports. Process biweekly payroll and benefits invoicing in an accurate and timely manner.

DISTINGUISHING CHARACTERISTICS: This classification differs from Account Clerk II by the variety of varied complex and/or specialized difficult accounting clerical work. It differs from Accountant classification by the absence of the most difficult and varied work of grant and budget reporting for the programs administered by the agency.

SUPERVISION RECEIVED AND EXERCISED: Under the direct and general supervision of the Finance Director, but may receive technical supervision from the Senior Accountant. This classification has no supervisory responsibilities.

ESSENTIAL JOB FUNCTIONS: Duties may include, but are not limited to, the following:

- Perform the most complex clerical accounting duties.
- Process a biweekly payroll in accordance with federal and state guidelines, including preparing checks, associated payroll tax payment, quarterly and annual payroll reports. Set up, compute, and maintain the variety of alternative deductions/deposits, wage integration calculations and withholdings.
- Maintain employee payroll records, time cards, and associated employee leave records.
- Prepare journal vouchers.
- Prepare trial balances. Reconcile accounts.
- Analyze miscellaneous general ledger accounts and funds.
- Maintain equipment records.
- Maintain manual records of unfunded potential projects.
- Prepare requisitions for funds.
- Prepare and maintain spreadsheet and monitor various funds. Prepare necessary reports.
- Prepare tax documents, maintain tax payment schedules, and process State and Federal tax payments.
- Assist in the preparation of budgets and the related budget reporting.
- Prepare and maintain detailed statistical reports.
- Prepare a variety of logs and data entry.
- Prepare correspondence.
- Reconcile bank statements.

OTHER JOB FUNCTIONS:

- Backup Account Clerk positions as needed.
- Participate in equipment inventory.
- May share in banking duties.
- Provide support to Human Resources on an as needed basis.
- May be required to participate in training of staff.
- Perform related duties as assigned.

REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS:

Knowledge of: General principles of accounting and financial statistical record keeping methods; financial regulations governing Housing Authority programs is desirable. Payroll taxes, withholding requirements, and reporting. General office procedures, proper telephone etiquette, various office machines. Personal computer, associated word processing and spreadsheet programs, and their use.

Ability to: Analyze and interpret financial data and accounting records; compile statistical reports accurately and make calculations quickly; prepare financial reports and maintain ledgers; interpret and apply regulations to specific accounting and financial transactions. Skillfully operate a keyboard and have experience utilizing a personal computer with necessary applications programs. Create and maintain complex Microsoft Excel spreadsheets using a

variety of formulas, functions, and formatting. Understand oral and written instructions and procedures. Be courteous, exercise judgment, discretion and maintain confidentiality in dealing with clients, general public, and co-workers. Communicate effectively in English in written and oral expression. Work accurately and independently.

Licenses and Certificates: - Possession of, or ability to immediately obtain and retain, a valid California Driver License and a driving record acceptable to the Authority.

Physical Requirements/Work Environment – Must be able to sit for lengthy periods of time in an indoor environment; stretch, bend, and have the manual dexterity to operate keyboard equipment. Have the visual and auditory capacity to operate with the perception and discrimination required by the duties of the classification. Be able to lift 25 lbs.

Other - Employee required to use his/her personal vehicle, reimbursed at the agency-authorized rate, in the performance of duties. If the employee agrees, the employee must show proof of and maintain automobile insurance coverage that meets the minimums specified by agency policy.

- Provide proof of US citizenship or, if an alien, either lawful admission for permanent residence or authorization for appropriate work by the Immigration and Naturalization Service (INS).
- Fluency in conversational Spanish is desirable.
- Be bondable

EXPERIENCE AND EDUCATION GUIDELINES:

Any combination of experience and education that provides the required knowledge and abilities could be qualifying, as determined by the Authority. A typical way to obtain the knowledge and acquire the abilities would be:

Experience - Three years of increasingly responsible experience in financial and/or statistical record keeping/and or payroll preparation.

Education - An Associate's Degree from an accredited college or university in accounting, bookkeeping, finance, business administration, or similar course work, supplemented by course work in computer applications.

The Housing Authority of the County of Santa Cruz is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Authority will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.