

**City of Grass Valley
JOB DESCRIPTION**



Finance Technician

Position: Finance Technician

FLSA Status: Non-Exempt

Department: Finance

Unit: 2 /Classified Full-Time Position

Reports To: Director of Finance/Admin Services

Adopted: June 19, 2012

SUMMARY OF JOB PURPOSE

To perform a variety of complex and specialized technical accounting duties in support of the organization's payroll system and processes, which includes managing all elements of compensation per legal requirements, MOUs or other city directives; and to perform duties in support of accounts payable, public counter coverage, cashing and other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision is provided by a higher level supervisor or manager.

May exercise technical and functional supervision over assigned staff.

ESSENTIAL FUNCTIONS (include but are not limited to listed tasks)

1. Perform specialized and detailed work in the processing of payroll and accounts payable;
2. Generate reports for all payroll taxes, withholdings and other warrants;
3. Utilize spreadsheets and computer database systems; enters, posts, verifies, handles and retrieves a wide variety of routine to complex payroll or general accounting data; and distributes required reports;
4. Provide accurate and timely information and assistance to employees;
5. Establish and maintain payroll records and process wage garnishments; review, audit and update records as necessary; handle a variety of confidential employee related information;
6. Provide technical staff support when needed to process and review for accuracy and policy compliance;
7. Provide health benefits administration and confidential employment verifications for SDI, worker's compensation or private parties;
8. Provide backup support for processing various reports related to leave status, Deferred Compensation, PERS, IRS Section 125 plans, life insurance, disability insurance, COBRA, Worker's Compensation etc.;

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9. Provide support in the area of accounts payable and other staff level support of Finance operations;
 10. Prepare, compile, tabulate and maintain data and complex documents; assist with preparing technical financial, statistical and operational reports, statement and records;
 11. Receive, research and respond to inquiries from the public at the front counter, via telephone or email;
 12. Research and respond to employee and City departments' questions regarding accounting procedures, status of accounts or payments, payroll, or other transaction matters;
 13. Provide assistance to outside auditing firms;
 14. May serve on City-wide committees;
 15. Assist in the preparation of all monthly, quarterly and annual reports for appropriate State, Federal or other agencies as required;
 16. Handle and manage cash receipts, including daily cash receipts reconciliation;
 17. Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service;
 18. Perform related duties as assigned.

Knowledge of:

1. Practices, methods and terminology used in financial and statistical record keeping;
2. Requirements of payroll systems, reporting, processing and administration;
3. Basic and more complex math and its applications;
4. Pertinent Federal, State and local laws, codes and regulations related to payroll;
5. Modern office equipment and procedures including use of word processing and spreadsheet applications;
6. Principles and practices of research and statistical methods;
7. Basic principles of Generally Accepted Accounting Principles (GAAP)
8. Basic principles of Fund Accounting;
9. Principles of customer service;
10. Cash handling procedures.

Ability to:

1. Perform a variety of difficult and responsible duties and tasks related to payroll and accounting practices, operations and processing in a governmental environment;

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2. Understand and interpret complex policies, procedures and regulations;
 3. Maintain confidentiality of work performed and information received;
 4. Perform assigned duties and tasks using independent judgment and personal initiative;
 5. Research issues related to payroll and other areas of assigned responsibility;
 6. Perform light maintenance work on office machines;
 7. Follow oral and written instructions;
 8. Communicate clearly, concisely and effectively, both orally and in writing;
 9. Maintain cooperative working relationships with the general public and employees with an emphasis on customer service;
 10. Perform duties with limited supervision;
 11. Recognize, prioritize and accomplish required tasks;
 12. Operate a computer using word processing and business software, including specialized financial software, and other office equipment;
 13. Carry out the mission of the City and the Finance Department maintaining adherence to the City's organizational values.

QUALIFICATIONS

To perform this job successfully, an incumbent must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

A typical way to obtain the knowledge, skills and ability to perform this job is:

1. Equivalent to an Associate's Degree from an accredited college or university in accounting, business, bookkeeping or related field and 3 years of payroll preparation, administration and processing experience (a Bachelor's Degree or higher in a related field from an accredited college or university may substitute for one (1) year of experience).

CERTIFICATES, LICENSES, REGISTRATIONS

1. Must have a valid State of California Class C Driver's License with an acceptable driving record to attend meetings, training, or classes.
2. Pass appropriate background check prior to hire date (due to cash management and cashiering duties).

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LANGUAGE SKILLS

Ability to read, write and communicate in English at a level required for successful job performance. Effectively present information and respond to questions from managers, employees, and the general public.

MATHEMATICAL SKILLS

Ability to use and understand basic mathematical concepts such as: adding, subtracting, multiplying, dividing, simple fractions and percentages.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, orally or in diagram form; analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or procedures. Ability to define problems, collect data, establish facts, and articulate valid conclusions; and interpret an extensive variety of regulatory or technical instructions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job the employee is regularly required to stand, walk, sit, drive, use hands and fingers, handle or feel, reach with hands and arms, grasp, hold, and manipulate office equipment and talk and hear. The employee is occasionally required carry up to 25 pounds alone. The employee may occasionally be required to stoop, crawl, crouch, balance or climb short distances. Specific vision ability required by this job includes close vision, color vision, peripheral vision, depth perception and ability to adjust focus with or without ocular aids.

WORKING ENVIRONMENT

The work environment is typical of an office setting with associated noise from office equipment, building HVAC, adjacent roadway activity and other employees.

GENERAL

The City reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.

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I have read and understand the contents of this job description, and I have received a copy of this job description for my records.

Print Name: _____

Signature: _____

Date: _____

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