### FINANCE TECHNICIAN

#### DEFINITION

Under general supervision, to perform a variety of difficult technical accounting work and statistical recordkeeping assignments related to the preparation, processing, and maintenance of City payroll data, reports and records, or to the monitoring and maintenance of development funding and enterprise funds; and to perform related work as required.

#### DISTINGUISHING CHARACTERISTICS

Incumbents in this class may be assigned to payroll, investments or other general accounting duties in the Finance and Services Department, as determined by the needs of the Department.

### **EXAMPLES OF DUTIES**

Performs routine accounting work; verifies, categorizes, posts and reconciles revenue and expenditures to proper accounts; compiles, analyzes and prepares investment fiscal reports and summaries for enterprise funds; may provide general assistance in budget development and administration; audits contracts, orders and vouchers; prepares reports; maintains accounting and budget documents for capital improvement projects; maintains computerized spreadsheets; keeps records of Cityowned or leased equipment; participates in year-end fixed asset capitalization process; assists with annual closing of ledgers and reconciliations; performs assigned accounting activities with requisite data processing system and reporting; coordinates accounting and financial analysis with City Departments; processes and maintains payroll records; inputs and reviews the accuracy of time cards; prepares, reviews and proofreads various internal, State and Federal records; prepares and calculates taxes, payroll deductions, retroactive pay, taxable fringe benefits; coordinates and transmits direct deposits and deferred compensation reports; prints and distributes payroll checks:

## **FINANCE TECHNICIAN (cont.)**

# **EXAMPLES OF DUTIES (cont.)**

coordinates wage levies and assignments with other governmental agencies including the Internal Revenue Service (IRS), the Employment Development Department (EDD), the Franchise Tax Board (FTB), the Public Employees Retirement System (PERS) and any other associated retirement benefit providers; assists in the administration of the City's 401(a)h plans; processes year end W-2s; completes payroll adjustments and other payroll issues as necessary; prepares memos and letters for both internal and external correspondence; coordinates with other City departments on finance-related issues and performs other related duties as required.

#### **EMPLOYMENT STANDARDS**

### Knowledge of:

- Principles and practices of record-keeping, payroll processing or routine accounting procedures
- Policies, requirements, and procedures of an assigned specialized area of the City's financial and account record-keeping systems.
- Laws and regulations affecting the area of assignment.
- Financial analysis and research
- Preparation of financial statements and financial reporting
- Basic knowledge of the use of financial, payroll and data processing systems.
- Modern office methods, practices, and procedures.

and

### Ability to:

- Perform a wide variety of specialized financial and statistical recordkeeping assignments.
- Prepare and maintain complex records, information, and reports.
- Use data processing terminals and equipment for imputing financial data and generating reports.
- Make arithmetical calculations quickly and accurately.

## **FINANCE TECHNICIAN (cont.)**

### **EMPLOYMENT STANDARDS (cont.)**

- Use calculators and office equipment.
- Interpret the City Memoranda of Understanding (MOU's) related to payroll.
- Provide information to others concerning payroll or financial records.
- Effectively represent the functions of the Department with concerned individuals and other governmental agencies.
- Establish and maintain cooperative working relationships.
- Communicate effectively orally and in writing.

#### and

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school or G.E.D., supplemented by courses in accounting, bookkeeping and related areas is desirable.

Work Background: Three years of progressively responsible work experience in the maintenance and preparation of financial or payroll records.

September 2005 (Res. #05-66)