



**CITY OF RANCHO SANTA MARGARITA
JOB DESCRIPTION**

ACCOUNTING TECHNICIAN

FLSA Status: NON-EXEMPT

DEFINITION

Under general supervision, performs technical accounting functions involving reviewing revenues, payroll and expenditures; provides technical and clerical accounting functions; prepares a variety of financial records and reports; performs a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This classification reports to the Finance Director. The position is distinguished from the Account Clerk in that the duties are more focused on preparation of financial records and reports, depositing funds, encumbrances, cash receipts, and petty cash functions. The Accounting Technician receives occasional instruction or assistance as new or unusual situations arise and is fully aware of the operating policies and procedures of the Finance Department.

ESSENTIAL DUTIES

The duties assigned include, but are not limited to, the following:

- Performs a variety of technical accounting work involved in the preparation, maintenance, and processing of accounting records and financial transactions including those related to payroll and accounts payable
- Performs duties in support of the City's accounts payable function; reviews and distributes accounts payable invoices to the appropriate department or Finance Department personnel; reviews invoices for accuracy and proper authorizations and account coding; researches discrepancies; enters invoices into fund balance; posts, prints, and distributes accounts payable checks
- Prepare data to be posted to various ledgers, registers, journals and logs according to established accounting techniques and procedures; prepare and input month end journal entries.
- Analyze a variety of financial reports; reconcile discrepancies; revise journal entries.
- Review and process timesheets and payroll records; participate in the preparation and balancing of payroll reports.

- Process and calculate a variety of payroll actions including benefit withholding, overtime hours and workers compensation.
- Compile and prepare appropriate data for accounts payable processing; ensure accuracy of billing information.
- Provide technical assistance to various City staff in matters related to financial accounting; assist departments in the proper classification of revenues and expenditures.
- Prepare a variety of monthly, quarterly and annual financial reports.
- Assist with the annual audit; provide requested information.
- Work on a variety of special projects as assigned.
- Perform related duties and responsibilities as required.

MINIMUM QUALIFICATIONS

Knowledge of:

Governmental bookkeeping and accounting principles and practices

Principles and procedures of financial record keeping and reporting

Modern office procedures, methods and computer equipment

Financial research and report preparation methods and techniques

Pertinent Federal, State and local laws, codes and ordinances

Ability to:

Examine and verify a wide variety of financial documents and reports

Use and operate modern office equipment, including computers

Analyze and interpret financial and accounting records

Prepare a variety of financial reports

Understand and implement oral and written instructions

Perform accurate data entry

Maintain a variety of accounting records and files

Understand and use computer spreadsheet applications

Travel to various sites and operate a motor vehicle safely

Apply Federal, State and local laws and regulations pertaining to accounting and auditing activities

TRAINING, EXPERIENCE AND CERTIFICATIONS:

Any combination equivalent to experience and training that provides the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include:

Equivalent to the completion of the twelfth grade supplemented by college level course work in accounting or a related field; three years of increasingly responsible technical or clerical accounting experience preferably in municipal government or related field; any combination of experience and training that would likely provide the required knowledge and abilities.

License: Must possess and maintain a valid California Driver's License and have a satisfactory driving record.

Physical Standards:

Physical & Sensory Elements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this class, the employee is regularly required to communicate effectively, verbally and in a written manner; observe and interpret data, and analyze and solve problems. The employee may have to move up to 25 lbs. and transport up to 10 lbs. objects. See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. Hear in the normal audio range with or without correction. The employee may be required to work overtime to complete assignments. Must be able to work a flexible schedule. Use of personal vehicle during employment may also be required.

Environmental Elements: Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may be required to travel to other locations and attend

meetings. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing policies and procedures.

Tools and Equipment:

Personal computer, including spreadsheet, word processing, central financial computer system network; ten-key calculator, electronic calendar and records management software programs; telephone; fax and copier; postage meter and other office equipment as necessary.

SELECTION GUIDELINES

All selection guidelines for this position are subject to City Council determination, and include a formal City application, rating of education and experience, oral interview, and reference check. Job-related tests may also be required. Successful completion of a background review, including fingerprinting, may be required. Selected candidate will be required to provide written identification showing entitlement to legal residence in the United States.

The duties listed above are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Note: All employees of the City of Rancho Santa Margarita are designated to be “Disaster Service Workers.” In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employee’s normal work assignments and may continue through the recovery phase of the emergency. (Per City Ordinance 03-04).

Classification Status: This is an “At Will” classification and not included in “Competitive Service” as defined in Section 2.04.040 of the Rancho Santa Margarita Municipal Code. Employment can be terminated with or without cause, or notice, at any time by either City or employee.

Approval Date: June 8, 2022