



EMPLOYMENT OPPORTUNITY

SR. ACCOUNTING TECHNICIAN \$24.65 - \$31.47

RECRUITMENT
OPENS
April 5, 2019
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Salaries are on a six-step salary range schedule with 5% increases yearly

CLOSING DATE
MAY 6, 2019
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DEFINITION:

Under direction, an Senior Accounting Technician performs journey level technical accounting duties to support department financial functions and processes; compiles, verifies and summarizes financial and statistical data from a variety of sources; processes and maintains files and records for accounts payable, accounts receivable, cash receipts, fixed assets, insurance, revenue, general ledger, tax filings, and budgeting; coordinates the review and processing of payroll documents; gathers and compiles data for statistical or financial reports; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

Senior Accounting Technician is a journey level class in this series. An incumbent in this class performs tasks requiring interpretation and application of specialized accounting policies and procedures to ensure that assigned activities comply with various legal, regulatory, policy, and other requirements. This class may be distinguished from the lower level class of Accounting Technician because an incumbent in the latter class performs a limited range of technical accounting work while learning to perform the full range of journey level duties. It may also be distinguished from the higher-level class of Accounting Specialist because an incumbent in the latter class performs advanced technical accounting work.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

The duties listed below represent the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is related or a logical assignment to this class.

Administers a departmental financial record-keeping program; posts information to automated ledgers, account books, and accounting worksheets; reconciles manual records to computer-generated reports. Performs accounts payable duties; reviews and matches accounts payable documents such as invoices, reports and purchase orders to support payment and reconcile discrepancies; reviews contracts, accounts, statements, or payments to confirm payment status; terms, pricing, and scope of work; routes payment documents for approval/signature; submits approved documents for payment. Tracks budget accounts and balances; monitors expenditures compared to budget allowances and notifies management if over-budget; reconciles transactions and account balances to Finance reports. Collects cash and receives, codes, processes and/or deposits cash receipts; reviews and processes petty cash reimbursements; enters cash receipt and other accounts receivable information into an automated accounting system and reconciles to reports; makes bank deposits. Coordinates and monitors insurance policies for properties under contract with Santa Cruz METRO; monitors insurance expirations; researches contracts and leases to ensure that required-endorsements are received and updated; reviews insurance expirations and prepares insurance billing statements for payment. Creates and submits purchase requisitions; works with vendors as needed to adjust purchase orders. Performs technical research related to financial and other administrative activities; extracts and compiles data from manual and computerized sources for reports and other documents; makes computations and prepares statistical summaries and reports. Performs department petty cash and Ticket Vending Machine (TVM) audits. Calculates and processes Treasury account transfers. Reconciles departmental credit card and related charge accounts. Processes emergency check requests and prepares off-cycle checks. Reviews and processes employee attendance and payroll documents; may calculate and record hours worked, leave used, shift differentials, and other payroll provisions; researches and resolves payroll-related problems. Develops and delivers technical training to various staff on accounts payable and budget tracking procedures. Performs other technical duties in support of departmental administrative functions; researches a variety of issues and prepares summaries of findings; initiates, composes and/or prepares complex department memos, letters, reports, statistical data, and narrative documents; develops, prepares, distributes, maintains and files a variety of

reports, records and documentation; maintains logs, spreadsheets, lists and files to track operational processes and information. Coordinates and performs special projects. Provides information to employees and the public. Operates standard office equipment; utilizes computer software in performing job tasks. May utilize specialized Santa Cruz METRO software. Drive a Santa Cruz METRO vehicle to perform assignments. Performs related work as required.

EMPLOYMENT STANDARDS:

Knowledge of:

Principles and practices of technical accounting, including the processing of accounts payable and accounts receivable transactions and documents. Basic laws and regulations applicable to public sector accounting. Basic public sector accounting terminology and methods. Advanced bookkeeping practices and procedures. Modern office practices, procedures and equipment. Business correspondence, formatting and report writing. Manual and automated record keeping and filing systems. Advanced methods of maintaining information in computerized or hard copy files. Technical methods of researching, gathering, organizing and reporting data. Advanced methods of prioritizing, planning and organizing work. Advanced time management techniques. Customer service techniques. Intermediate mathematics including percentages, intermediate statistics, and financial data conventions. The effective use of modern office equipment, personal computers, and standard business software.

Ability to:

Evaluate, interpret and apply technical accounting policies, procedures and requirements as they apply to departmental financial activities. Coordinate and perform technical accounting activities in a manner that complies with applicable-laws, regulations and policies. Check, balance and reconcile documents; maintain accounts payable/receivable and cash receipts. Apply control procedures pertaining to the maintenance of budgetary accounts. Maintain a variety of financial accounts, ledgers, and financial reports. Create and use computerized spreadsheets, databases and software to track financial information and automate calculations. Perform financial calculations quickly and accurately. Maintain records and control systems with accuracy and attention to detail. Adhere to established work schedules and timelines. Work independently using good judgment, tact and discretion. Balance multiple assignments simultaneously and effectively. Utilize standard office equipment and computer software and learn to use specialized Santa Cruz METRO software if assigned. Maintain confidentiality of materials, records, files and other privileged information. Communicate clearly and effectively in both oral and written form. Establish and maintain effective working relationships within the department and with other divisions, departments, agencies, suppliers, vendors, and the public.

MINIMUM QUALIFICATIONS:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education, Training and Experience:

One (1) year certificate of proficiency from an accredited college in accounting, business administration or a comparable field of coursework. **AND** Three (3) years of experience requiring technical bookkeeping, financial recordkeeping, and/or accounts payable and receivable work, preferably in a public agency **OR** Two (2) years successfully performing an Accounting Technician position.

LICENSES AND CERTIFICATES:

A valid California Driver's License will be required at the time of appointment and throughout employment. Must be able to obtain and maintain a current, valid California Class "C" Driver's License.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is frequently required to reach with hands and arms; walk, sit and stand; use finger dexterity; talk and hear; and use a keyboard. Work often requires stooping at the waist and the repetitive use of both hands to grasp and feel objects and. Work may require lifting up to 20 pounds unaided. Specific visual abilities required for this job include close vision, distance vision, the ability to see colors and shades, and the ability to perceive depth.

Mental Demands

While performing the duties of this job, an employee uses written and oral communication skills; reads and interprets data, information and documents; solves problems; uses math and mathematical reasoning; performs detailed work; deals with multiple concurrent tasks; and interacts with others encountered in the course of work.

Work Environment:

The employee works in a standard office environment where the noise level is moderate.

OTHER CONDITIONS OF EMPLOYMENT:

- Must pass requisite background check.
- May occasionally work extended hours or hours outside of regular schedule.

HOW TO APPLY:

Visit our website, www.scmttd.com to complete our on-line application. Resumes will not be considered in place of the line application. On-line applications must be submitted by 5:00pm on **May 6, 2019**.