

TOWN OF PORTOLA VALLEY FINANCE TECHNICIAN

FLSA Status: Non-exempt
Adopted: June 2016

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

GENERAL DEFINITION

The Finance Technician is an accounting classification that supports the Finance Director and Finance Analyst in general accounting, data entry, and fiscal management. Under direction, performs tasks related to account payable/receivable and other fiscal maintenance operations such as accounting, payroll, general ledger, fixed assets, financial reporting, purchasing, business registrations, , and related work as required. Incumbents are normally expected to solve most work problems independently and to refer to supervisory personnel only those matters which involve policy decisions, technical questions and unusual problems, but do not have independent purchasing authority.

The Accounting Technician receives direction and supervision from the Finance Director

TYPICAL DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to:

- Posts, computes, compares and files a variety of routine accounting, payroll and statistical information utilizing manual and automated financial records and processing systems
- Makes recommendations for the adjustment of journals or transfer of entries to make revenue or expenditure corrections; enters data into automated financial system
- Researches, records and provides fiscal data from information on file
- Respond to questions and concerns from operating departments and the public regarding area of assignment; correct errors in documents as necessary; explain applicable departmental procedures, policies, and systems to Town employees, the public, and vendors
- Processes accounts payable/accounts receivable and revenue
- Reviews invoices for accuracy and appropriate authorization
- Verifies account balances
- Receives payment and prepares business license certificates
- Posts receipts, encumbrances and expenditures to various accounts
- Administrative tasks such as filing, scanning, recording and data entry
- Performs other duties as assigned

EXAMPLES OF MARGINAL DUTIES:

- Assist in a variety of department operations and perform special assignments as assigned

- Respond to emergency situations as required
- Attend and participate in group meetings; stay abreast of new developments within assigned area of responsibility

QUALIFICATIONS

Knowledge of:

- Principles and practices of customer service
- Principles and practices of financial administration, fund accounting and basic budgeting, including generally accepted accounting principles
- Application of data processing in accounting including data input and reporting
- Methods and techniques of administrative analysis
- Pertinent Federal, State, Town and department guidelines and procedures
- Standard office practices and procedures, including filing and the operation of standard office equipment, including a computer
- Computer applications involving word processing, spreadsheets, data entry, database access and/or standard report generation
- Business letter writing and the standard format for typed materials
- Methods and techniques for basic report preparation and writing
- Recordkeeping principles and practices

Ability to:

- Establish, maintain and foster cooperative working relations with others from diverse backgrounds, including elected officials, co-workers and the public effectively and with courtesy, in person, via e-mail and over the phone
- Follow written and oral instructions and procedures
- Communicate effectively, both orally and in writing, by using proper English grammar, spelling and punctuation
- Analyze, interpret, and explain financial policies and procedures
- Prepare accurate and timely financial statements and reports
- Conceive, propose, implement and maintain sound fiscal procedures and records
- Compile, correlate and analyze a large volume of written and numerical data
- Conceive and effectively propose solutions to problems
- Acquire knowledge of, interpret and apply policies, procedures, codes, regulations and laws related to assignment, department, other functions of the city and other governmental agencies in a timely manner
- Perform duties on a regular and consistent basis; meet critical deadlines
- Acquire knowledge of applicable policies, codes and other functions of the city and other governmental agencies
- Utilize word processing, spreadsheet programs and personal computer
- Process, input, compute and reconcile financial data
- Provide general clerical support
- Coordinate office functions
- Make adjustments to standard operating procedures as is appropriate
- Prepare and maintain accurate documents, records and reports

- Maintain accurate office files
- Respond to and interact with elected officials, co-workers and the public effectively and with courtesy, in person, via e-mail and over the phone

EDUCATION AND EXPERIENCE

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

- Education: Equivalent to a two-year degree in accounting, business, finance or closely related field.
- Experience: Three to five years of progressively responsible accounting experience, preferably including at least two years of local government or non-profit agency experience.

SPECIAL REQUIREMENTS

These functions may be performed with or without reasonable accommodation:

- Speak clearly and understandably
- Review reports and correspondence quickly and accurately
- Use dexterity and vision necessary to operate computer equipment with a high degree of productivity
- Intermittently twist to reach equipment in their work area
- Perform simple grasping and fine manipulation
- Operate basic office equipment (i.e. telephone, copier, calculator, etc.)
- On a continuous basis, must sit at a desk and in meetings for long periods of time
- Perform all duties listed on the job description except those determined to be incidental
- Essential functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; lifting and carrying weight of 10 pounds or less; reaching; extensive use of computer keyboard; near visual acuity for composing reports using a computer, and/or as specified in the job analysis
- Possession of, or ability to obtain, a valid California driver's license. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis