

City of Oregon City		Position Description
Position: Senior Accounting Technician	AFSCME Union	
Department/Site: Finance Department – City Hall	FLSA: Non-exempt	
Evaluated by: Deputy Finance Director	Salary Grade: 31	

## **Summary**

Provides technical general ledger accounting services assuring accurate and timely budget and financial information that can be used for current and future financial and program decisions. Maintains complete financial records using the City's accounting system. Performs reviews and reconciliations of a full range of general ledger accounts.

## **Distinguishing Career Features**

The Senior Accounting Technician is the senior-most in a career ladder for clerical and technical accounting. The Accounting Technician has a working knowledge of the computer-aided accounting system and codes as well as the ability to process a range of financial transactions for complete accounts such as accounts payable and receivable. Advancement to Senior Accounting Technician is based on knowledge of and competency in preparing journal entries to general ledger, budget line-item transfers, electronic funds transfers, payroll, and special accounting performance reports. Advancement to a professional accounting position is based on need and compliance with the requirements of the position.

## **Essential Duties and Responsibilities**

The Senior Accounting Technician is capable of performing in the following areas, however, will generally specialize in one area and serve as a backup in others.

### **Program Accounting**

- Maintains chart of accounts for special funds. Sets up account and contract files, related documentation, and reporting requirements. Verifies and codes claims for reimbursements. Prepares reports of financial activity against budgets.

### **Budget Administration**

- Prepares and distributes documents and schedules to support the budget planning and development process. Provides training and technical assistance to support research and preparation of department and program budgets.
- Facilitates and prepares line item transfers. Reviews expense and other requisitions for compliance with applicable standards, rules and regulations, and approved budgets, analyzing variances and resolves variances with appropriate managers. Monitors expenditures of funds carried over from prior fiscal periods.
- Participates with input of budget data. Complies with established procedures for specialized budgets. Analyzes budget reports to assure expenditures do not exceed appropriations. Enters pre-encumbered funds onto an automated accounting system using a data entry screen.

- Provides technical expertise to staff for budget/financial areas. Provides financial and budget analysis as needed by senior staff. Performs special financial data gathering for items such as indirect costs and overhead allocations that would be applied to special funds and categorical programs.
- Works with technology professionals to update and modify certain aspects of the computer-aided accounting system such as, but not limited to accounting controls, database fields and data entry screens.

### **General Ledger Accounting**

- Reconciles cash accounts, fund balances, vendor, and specific balance sheet asset accounts. Reviews revenue and expense accounts. Reclassifies accounting transactions into proper account classifications.
- Reviews and analyzes transactions processed by others for accuracy, proper account coding or classification and allocation. Follows up with vendors, suppliers, and agencies to reconcile transactions.
- Prepares work-in-progress reports depicting monthly account activity, year-to-date balances and variances. Works with functional leaders to prepare narrative explanations of account activity.
- Participates in the preparation of periodic financial statements, including variance analysis, for management and governing boards. Assists with opening and closing of financial records based on fiscal year.
- Assists in preparing program, project, and budget-related presentation materials for the Board and other advisory groups.
- Provides assistance to other accounting staff on an as-needed basis to balance fluctuations in workflow.

### **Payroll Services**

- Sets up and maintains employee payroll records. Ensures records are up-to-date and include the necessary job and biographical information for accurate group benefit and retirement plan coverage and deductions.
- Prepares regular and variable payrolls for City personnel, prepares retirement reports. Computes payroll deductions including those for retirement, union dues, withholding taxes and insurance.
- Verifies accuracy of individual employee benefit rates, calculating unused portion of allowable benefit cap. Sets up and maintains payroll vendor files for various benefits and miscellaneous deductions.
- Calculates pay data and benefits arrangements for employees leaving service, retirees, and special circumstances. Processes appropriate coverage and payments under COBRA and/or other agreements. Reconciles voluntary employee deductions and payments for payment to third party insurers.
- Assures payroll timelines are met, maintains payroll controls, and assures proper procedures, policies, rules and regulations are applied to payroll activities. Checks payrolls for compliance with rules, regulations and policies.

- Interprets and explains payroll policies, procedures, and technical issues to employees, referring only the most difficult and sensitive matters to higher authority.
- Audits and updates regular and supplemental payrolls adding payroll information for new employees and calculating proper deductions on an 'as-needed' basis.
- Assists accounting staff with the reconciliation of payroll system details to general ledger. Prepares document trails to support audit requirements.
- Prepares reporting of federal, state, and special payroll taxes and statutory fund contributions to external agencies. Prepares retirement and withdrawal forms and reports.
- Participates in activities connected with the development and maintenance of automated payroll systems using relational databases.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### **▪ Knowledge and Skills**

The position requires considerable knowledge of the principles and procedures of accounting, auditing, and finance with additional expertise in budget preparation and control. Requires in-depth knowledge of generally accepted financial processes and regulations and controls applying to assigned financial operations. Requires a working knowledge of audit documentation requirements. Requires in-depth knowledge of automated accounting systems and relational databases used for storing and linking accounting data. Requires a basic knowledge of the practices and techniques in accumulating cost accounting information, including allocation of accounting data to determine standard costs or rates. Requires a working knowledge of the financial management, control, and reporting processes associated with restricted funds. Requires well-developed math skills to perform complex accounting and statistical computations. Requires sufficient language skills to prepare reports suitable for external publishing. Requires well-developed human relation skills to explain detailed information in small group settings and work with staff in advisory capacity.

### **▪ Abilities**

Requires the ability to perform the functions of the position. Requires the ability to apply accounting controls, rules, and procedures, and perform accounting tests. Requires the ability to research, compile, analyze, and interpret accounting data. Requires the ability to maintain accurate and retrievable files, records, audit trails and trace transactions to original entries. Requires the ability to perform accounting and general math computations quickly and accurately. Requires the ability to setup complete fund accounts and prepare financial statements. Requires the ability to organize and prioritize work to meet deadlines and timetables. Requires the ability to work as contributing member of a team, work productively, patiently, and cooperatively with other teams, vendors, and external customers, and convey a positive image of the City and its services. Requires the ability to access and use a computer, common office productivity software, and specialized accounting software to access databases.

### **▪ Physical Abilities**

Incumbent must be able to work in an office setting engaged in work of a primarily sedentary nature. Requires sufficient hand-eye-arm coordination to use a keyboard and 10-

key, arm/hand movements to retrieve work materials from storage files, and operate a variety of general office equipment. Requires visual acuity to read computer screens, printed material, and detailed accounting information. Requires auditory ability to carry on conversations over the phone and in person.

- **Education and Experience**

The position typically requires an Associates Degree in accounting or finance or equivalent plus four years of relevant and progressively responsible experience in governmental accounting, budgeting, or closely related field. Additional education may substitute for some experience.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed in an office environment with minimal safety considerations.