



City of Milpitas

We invite applications for the position of:

Senior Accounting Technician (Internal Promotional Only)

Annual Salary Range: \$71,156.36 - \$86,491.59

Post Date: July 16, 2019

Close Date: July 30, 2019

Why Milpitas?

Located at the southern end of San Francisco Bay, Milpitas is a progressive community that is an integral part of Silicon Valley. As a full-service city of 389 full-time employees with water utility, sewer utility, police and fire services, Milpitas serves a diverse population of nearly 80,000. The city has an annual \$191 million operating budget and a \$315 million capital improvements budget.

Milpitas is the eighth-fastest growing city in the United States according to the US Census, and the second-fastest in California. It has the third highest job growth among the 515 qualifying cities rated by Wallet Hub. The homeownership rate is close to 70%, and the Milpitas housing market remains relatively affordable in Santa Clara County. Milpitas is often called the "Crossroads of Silicon Valley" with most of its 14 square miles situated between two major freeways (I-880 and I-680), Route 237, and a County expressway. In June 2018, Livability Magazine ranked Milpitas fifth by out of more than 2,000 American cities for "[Best Cities for STEM Workers](#)."

We encourage you to check us out at: <http://www.ci.milpitas.ca.gov/>

The Opportunity

Under general supervision, the Senior Accounting Technician serves as the lead worker within the Finance Department. This position will perform a variety of accounting clerical tasks in the analysis, preparation, correction and review of fiscal service or accounting functions and to perform the more complex and responsible tasks within the assigned section including the training of less experience staff.

The Senior Accounting Technician position is the advance journey level class in the Accounting Technician series. Positions in this class are distinguished from the Accounting Technician I/II by the responsibility assumed for serving in a lead capacity and by the performance of the more complex and responsible duties assigned to positions in this series. Incumbents at this level exercise specialized skills, work independently, and their knowledge and abilities in the performance of job duties include understanding the technical aspect of the Financial and Utility Systems; are capable of trouble shooting during system malfunctions; and participate in the development, modification, testing, enhancement implementation, and maintenance of the systems.

What You Will Do

Duties may include, but are not limited to the following:



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- Perform a variety of fiscal and accounting clerical tasks in the analysis, preparation, correction and review of business licenses, utility billing, accounts receivable, accounts payable or cash collection.
 - Answer inquiries, provide information, and resolve complaints from the public and/or employees in person, on the phone or email in a professional and customer service manner.
 - Understand the technical aspect of the Financial and Utility Systems and capable of trouble shooting during system malfunctions.
 - Train clerical staff in work procedures and the usage and capabilities of various customer data system.
 - Query databases of the Financial System and Utility System to generate detailed reports for audit and/or data analysis purposes.
 - Perform accounting work, including examining, posting, balancing, adjusting, reconciling and reporting financial transactions for assigned area of responsibility.
 - Audit extensions and arithmetic calculations for various accounting transactions.
 - Research and analyze transactions to resolve accounting issues. Identify and resolve problems and inconsistencies and determine corrective entries involved in maintaining accounting controls.
 - Participate in the preparation of financial statements, schedules and other statistical and financial reports.
 - Participate in the development, modification, testing, enhancement implementation, and maintenance of the Financial System, Utility Billing System and/or automated financial utility tracking systems and recordkeeping system to improve the efficiency of the accounting and utility units and to maintain the integrity of the information generated.
 - Research and assemble information for special projects.
 - Review work assignments of assigned staff and ensure that daily deadlines are met.
 - Assign, schedule, prioritize, coordinate and review work related to billing.
 - Perform other related duties as assigned.

Experience and Education

Three years of increasingly responsible experience in fiscal services and/or accounting and thirty semester units from an accredited college or university with coursework in accounting or a closely related field. Additional experience may be substituted on a year-for-year basis.

License and Other Requirements

Possession and maintenance of a valid California Driver's license is required.

Selection Process

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process.



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To Apply

Submit application, supplemental questions (if applicable), resume, copies of required certificates (if applicable) online at www.calopps.org or to the Human Resources Department, City of Milpitas, 455 E. Calaveras Blvd, Milpitas, CA 95035, (408) 586-3090.

A complete job description is available on the City of Milpitas website: www.ci.milpitas.ca.gov (under Classification and Compensation) or from Human Resources.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

Candidates will receive all communications by email regarding the recruitment process, which includes, but is not limited to, application status, testing dates, and interview scheduling. If you require alternate communications, please contact Human Resources at (408) 586-3090.

Benefits

The City provides an excellent array of benefits that includes the following. This position is represented by the ProTech bargaining group. Benefits Information is available online at:

<http://www.ci.milpitas.ca.gov/milpitas/departments/about-human-resources-2/benefits/>

<http://www.ci.milpitas.ca.gov/wp-content/uploads/2016/02/Milpitas-Professional-and-Technical-Group.pdf>

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.