

**TOWN OF LOOMIS  
JOB DESCRIPTION  
ACCOUNTING TECHNICIAN**

**DISTINGUISHING CHARACTERISTICS:**

The incumbent is responsible for lessening responsibilities of the senior management by taking an increasing role in high level analysis and reporting to administrative staff. The position's duties will normally require access to confidential information that is used to support senior management in preparing negotiation analysis with the general laborer's bargaining unit. The incumbent will be privy to and assist the Town in developing confidential information including the Town's bargaining positions, analysis and reports in support of those positions, and costing for negotiations on the City's behalf.

**SUPERVISION RECEIVED/EXERCISED:**

The position is a confidential position which reports to the Town Manager or his or her designee for the accuracy and content of output.

**OVERVIEW:**

Under general supervision the Accounting Technician performs responsible and complex accounting support and administrative work in the preparation and maintenance of budgetary, accounting, financial, and statistical records for the Town. Prepares and maintains a wide variety of financial records and information: utilizes automated financial systems and a variety of word processing and spreadsheet programs to enter, store and retrieve information; researches and gathers information from a variety of sources for the completion of forms or preparation of reports; provides information in person and over the phone to the public, other governmental agencies, and Town staff requiring the use of judgment and participation in interpretation of a variety of policies rules and procedures.

**ESSENTIAL FUNCTIONS:**

- Process Accounts Payable including: Validating town expenses and obtaining appropriate approvals, coding and entering invoices into Accounts Payable and obtaining approvals for processing, processing payments and submitting for signature, responding to vendor inquiries and general filing.
- Process general cash receipts including payments made at the counter, checks received via US mail, and credit card payments processed online. Duties include: provide receipts, assign fund accounting, enter to accounting system, and prepare bank deposits.
- Preparation of payroll and quarterly and annual payroll tax reporting.
- Develop processes for complex Town functions to provide improvement in customer service and compliance with standard Town operations (e.g. business license approvals, and tracking land development accounts with planning, engineering and building departments).
- Assist with budget coordination for various Town departments; forecasting financial requirements and recommending expenditure levels and budgets; making budget

recommendations; analyzing recommendations prepared by other staff and projecting future expenditures.

- Support Town management in confidential personnel and labor relations matters, including, but not limited to:
  - Supporting the Town Manager or his or her designee in preparing negotiation analysis for the general laborer's bargaining unit.
  - Assisting Town management negotiations team in developing the City's bargaining positions; provide analysis and reports in support of those positions; and prepare costing for negotiations on the City's behalf.
- Process billing statements for Land Development accounts.
- Process business license applications, maintain database, and annual renewal process.
- General office duties including filing, copying, mail distribution, and other duties as required.
- Other duties as assigned.

**ATYPICAL DUTIES:**

Because the Town of Loomis has a small workforce, the Accounting Technician will be required to perform duties outside the scope of the "REGULAR DUTIES" listed above. Assistance with emergencies, events, special projects, and filling-in for the regular duties of absent, key-role employees will be required.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Physical: Primary functions require sufficient physical ability to work in an office environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate amounts of weights; verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

**QUALIFICATIONS:**

- Two to five years of increasingly responsible administrative experience
  - Experience involving public contact/customer service
  - Two years of Governmental Accounting and/or bookkeeping experience
- High School diploma or equivalent required
  - Some business or technical training in accounting or bookkeeping is desirable.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of principles and practices of governmental financial record keeping and bookkeeping
- Knowledge of basic accounting practices of accounts payable and receivable
- Knowledge of good customer relations practices

- Skill in oral and written communication, data entry and report generation
- Skill in handling multiple tasks and prioritizing
- Skill in using computers and related software
- Ability to organize, prioritize, and follow-up on work assignments
- Ability to interpret and record data accurately
- Ability to work with frequent interruptions and changes in priorities

**COMPENSATION AND BENEFITS**

The Town of Loomis offers an attractive compensation and benefits program. The current salary range for this position is \$65,893.00 – \$80,094.20 annually; placement within this range is dependent on qualifications and experience. Benefits include:

**Retirement** – The Town’s retirement plan is through the California Public Employees Retirement System (CalPERS). Employees who entered the CalPERS system before January 1, 2013, are under the 2% at 55 formula. Employees who entered the CalPERS system on or after January 1, 2013, are under the 2% at 62 formula. The employee contribution to CalPERS is withheld from pay, pre-tax. The Town does not participate in Social Security.

**Health and Dental Benefits** - The Town provides an IRS Section 125 cafeteria plan with a monthly allocation that employees can apply to their choice of health plans. The allocation is based on the State of California Annuitant rate. The monthly allocations for 2023 and 2024 are:

	2023	2024
Employee only	\$ 883.00	\$ 983.00
Employee plus one dependent	\$1,699.00	\$1,890.00
Employee plus more than one dependent	\$2,124.00	\$2,366.00

Health plans are through CalPERS and the dental and vision plans are through Humana. Employees pay the excess of the cost of the chosen plans more than the allocation through tax exempt payroll deductions. Employees with health insurance coverage through a spouse’s plan can waive the Town’s plans and receive \$150 per month in lieu of insurance coverage.

CalPERS offers a number of health plans for Placer County. For reference, the cost of the Kaiser plan is approximately equal to the monthly annuitant rates. Other plans are more or less expensive.