The City of Saratoga is recruiting for the position of

**Accounting Technician (Part-time)**

$35.93 (Step 1) to $43.68 (Step 5) per hour, FLSA Non-exempt/hourly

The City of Saratoga is currently looking for a part-time (0.75 FTE/30 hours per week) **Accounting Technician** to join our Finance & Administrative Services Department. The incumbent will report to the Finance Manager.

Tucked away in the foothills of the Santa Cruz Mountains of California, Saratoga is an attractive residential community with a population of approximately 30,000 known for its excellent schools and prestigious neighborhoods. The community’s historic downtown district, known as "The Village," is an attraction for resident and visitors alike wishing to enjoy excellent food, spa experiences, and unique shops. Saratoga also serves as a respite from the hustle and bustle of Silicon Valley and is home to Montalvo Arts Center, the Mountain Winery, and Hakone Gardens, the oldest Japanese-style residential garden in the Western Hemisphere, maintained and run by the Hakone Foundation.

The Accounting Technician is a City designated confidential position as incumbents are privy to management decisions and related confidential information regarding employer/employee relations. An employee in this position functions with a high degree of independence within the department and performs complex paraprofessional accounting duties in the areas of accounts payable, procurement, accounts receivable and cash receipts, business license, payroll, tax and insurance reporting, general office, and general ledger.

**THE PROCESS**

The application final filing date for this position is Friday, August 23, 2019 at 5:00 pm.

To be considered for this dynamic career opportunity, please apply online through www.calopps.org and click on member agencies, followed by the City of Saratoga. As part of the online application process, please attach your resume along with a cover letter which explains your interest in the position. Applications will be considered incomplete if the resume and cover letter are not included.

**TYPICAL DUTIES**

The duties described below are intended to provide only a summary of the typical functions of the job. This is not an exhaustive or comprehensive list of all possible job responsibilities and the duties of the jobholder might differ from those outlined in this announcement.

**General Accounting and Administrative Duties:**

- Provides support and assistance for all accounting, budget, and administrative departmental functions;
- Answers inquiries and provides exceptional customer service to the public, vendors, and to other departments; including Public Records Act requests;
- Researches, assesses, compiles, or prepares finance related information as needed;
- Prepares financial reports as requested through the Financial System (Report Net), Excel, Access, Word, or other means;
- Researches/audits various asset, liability, revenue or expenditure accounts, payments, vendors, or transaction types as needed;
- Assists in the year end close of the general ledger and audit: prepares records for review by the independent auditors; Provides assistance to external auditors; prepares audit records and schedules related to job functions;
- Organizes, maintains, and updates current finance department files; Prepares and updates Finance forms;
- Administers City Cal Card Program;
Accounts Payable Function:

- Responsible for the preparation and processing of accounts payable duties;
- Verifies, approves, and screens fiscal documents such as warrants, requisitions, purchase orders, and invoices; Initiates weekly vendor check printing, registers, and disbursement activity reports;
- Prepares Bi-Weekly Accounts Payable report for submission in City Council agenda package;
- Explains accounts payable processes and financial system to other department staff to ensure compliance with department, City, and government auditing and accounting standards, practices, and procedures;
- Researches expenditure information as requested by Finance staff, other departments, auditors, or public records requests, and prepares analysis of findings as needed;
- Prepares correcting Journal Entries related to expenditure errors;
- Prepares and remits quarterly and year-end tax reporting forms to State/Federal agencies, including but not limited to: new vendor information forms (DE-542); annual vendor payment tax forms (1099’s); and sales tax reporting and remittance forms (BOE-401);
- Monitors and reconciles deposits, grants, and liability accounts, prepares and remits payments and reporting forms as assigned.

Procurement Program Support Function:

- Performs routine and specialized activities in support of the City’s procurement guidelines; Evaluates procurement transactions for compliance with Contract and Purchase Order policies and procedures;
- Processes purchasing requisitions and change orders; Trains staff on related preparation and procedures;
- Maintains the City’s approved supplier/vendor lists to keep system information up to date;
- Monitors and maintains vendor’s Certificates of Insurance requirements and submittals;
- Assists with the City’s fixed asset program through monitoring of incoming purchases, and tracking of new assets on spreadsheet for year-end reconciliation process.

Click here to review the complete job description and a list of possible typical duties for this classification.

EDUCATION, TRAINING AND EXPERIENCE

Education and Experience:
- A combination of education and experience equivalent to completion of an Associate of Arts degree in Accounting, Business Administration, or a related field and three (3) years of progressively responsible accounting experience; or, graduation from high school or its equivalent and five (5) years of increasingly responsible accounting or financial record keeping experience.
- Previous experience in the areas of accounts receivable, accounts payable, payroll, or revenue collection is required; Municipal financial record keeping experience is preferred.

License or Certificate: May require the possession of a valid California Driver's License and a satisfactory driving record as determined by the City.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of and Proficiency in:
- Accounting principles and practices;
- Financial recordkeeping and general accounting office practices;
- Business arithmetic;
- Correct business English usage and standard format for written communication;
Ability to:

- Perform the essential duties of the job;
- Organize, prioritize, multi-task and exercise sound judgment within established guidelines;
- Understand, interpret, explain and apply City, state, and federal laws applicable to assigned areas of responsibility;
- Reach sound decisions in accordance with laws, rules, regulations and department procedures;
- Review accounting and related documents accurately and rapidly;
- Understand and carry out written and oral instructions; communicate clearly and concisely both orally and in writing;
- Establish and maintain effective communication and working relationships with employees, vendors, and all members of the public, some of whom may be dissatisfied and upset;
- Adapt and be flexible;
- Exercise personal initiative;
- Effectively manage a heavy workload under pressure with tight deadlines.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Physical Requirements and Working Conditions:
The work environment and physical demands described here are representative of those required by an employee to perform to the essential functions of this job with or without reasonable accommodation.

- Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances.
- Ability to remain seated at a computer workstation for extended periods;
- Ability to concentrate for extended periods in order to complete assigned tasks;
- Sufficient clarity of speech and hearing or other communication capabilities to enable the employee to communicate effectively both orally and in written form;
- Sufficient vision or other powers of observation to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity to enable the employee to perform repetitive motions in the performance of daily activities and to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes to enable the employee to safely lift, move, or maneuver in whatever way may be necessary to successfully perform the duties of their position, and to efficiently function in general office and field environments. Exerts up to 20 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects with the human body.
- Willingness and ability to work scheduled and emergency over-time; attend evening and out-of-town meetings and seminars on occasion during work and non-work hours.

Environmental Requirements:
Under California law (California Government Code Section 3100-3109), all City of Saratoga employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Saratoga employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

COMPENSATION AND BENEFITS
The City of Saratoga provides an excellent total compensation and benefits package along with a 9/80 Work Schedule; Benefits are prorated and specific work schedule will be based on the 0.75 FTE designation.

A summary of benefits may be obtained online at [https://www.saratoga.ca.us/177/Salary-Benefits](https://www.saratoga.ca.us/177/Salary-Benefits)

To learn more about the City of Saratoga, visit [www.saratoga.ca.us](http://www.saratoga.ca.us)