



## ACCOUNTING TECHNICIAN (ACCOUNTS PAYABLE)

<b>SALARY RANGE</b>	\$4,658.75 – \$5,662.75 per month
<b>FILING DATE</b>	Open Until Filled; First Review Date: Monday, April 15, 2024
<b>POSITION TYPE</b>	Full Time
<b>EXAM TYPE</b>	Open/Competitive
<b>HOW TO APPLY</b>	<a href="http://www.calopps.org/city-of-seal-beach">http://www.calopps.org/city-of-seal-beach</a>
<b>NOTE</b>	In accordance with the City's Personnel Rules & Regulations, Section 4.07(7) and Section 4.09(B), this vacancy will be filled from an Open/Competitive Employment List.



### POSITION

The City of Seal Beach is seeking a skilled Accounting Technician that will serve as the liaison between the City, vendors, customers, and staff regarding invoices. The Accounting Technician will process accounts payable and/or accounts receivable invoices, business expense reimbursements; warrant requisitions; and generate bank transmission files and warrant registers. Under general supervision, performs difficult and responsible accounting support and administrative work in the Finance Department; participates in the preparation, review and adjustment of accounting records related to accounts payable, accounts receivable, purchasing, payroll, utility billing, insurance billing, budgeting, and other functions; and does related work as required.

The ideal candidate for this position will provide excellent customer service, demonstrate strong attention to detail, and be a team player. The Accounting Technician should possess strong technical skills and have experience working with various software systems in order to analyze

data and conduct research. This person should also have excellent communication, accountability, and organizational skills.

### **DISTINGUISHING CHARACTERISTICS**

The Accounting Technician is distinguished from accounting clerical personnel by its specialized knowledge of technical accounting methods and procedures. The Accounting Technician is differentiated from the Senior Accounting Technician, which exercises lead direction over accounting clerical staff and has responsibility for the preparation and reconciliation of a broader range of accounting and financial reports and audit schedules.

### **ESSENTIAL FUNCTIONS**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.*

1. Processes Accounts Payable and/or Accounts Receivable invoices, verifies authorization signature, and balances weekly totals. Verifies accuracy of invoices and related supporting documents.
2. Inputs and edits vendor/customer invoices, Capital Improvement Project (CIP) billings and utility billings. Verifies batch edits for accuracy, reconciles and posts batch edit reports. Researches and matches vendor invoices to receiving documents for payment.
3. Reviews, prints, and processes warrant requisitions. Ensure accounts are coded correctly and recorded.
4. Prints checks, remits payments, balances and distributes check registers. Audits check copies for errors and appropriate back-up. Matches supporting documentation with checks to validate check issuance.
5. Acts as liaison between the City and its vendors/customers. Obtains information from vendors/customers regarding statements and invoices. Provides information regarding payments and related issues. Research questions and resolves problems.
6. Processes monthly journal entries. Reviews and distributes aging reports.
7. Handles the cashiering function for all City revenue; receives payments from mail and walk-in customers; records incoming revenue for the city including utility bills, accounts receivable, invoices, collects and accounts for money; issues receipts; reconciles cash receipt batches and prepares daily deposits.
8. May support utility billing for utility service by telephone, correspondence and in person; analyze customer records to establish appropriate deposit amounts from written guidelines for new and existing utility users and prepare deposit refunds for manager approval.
9. Use various computer systems extensively to post payments; enter data of new utility customers and make data changes; interact with customers, coordinate with service and billing divisions, obtain other information to assist customers, research, and use discretion to determine deposit and restoration of service requirements.

10. Perform financial transactions including processing or transferring payments, refunding credit amounts or deposits, adjusting charges and/or deposits, reversing payments, issuing refunds, and adjusting service fees.
11. Reviews and adjusts accounting and budgeting entries; assures that proper account numbers, rates and deductions, purchase orders, or payment information has been provided.
12. May audit fee payments and aging reports for cash and electronic transactions.
13. May conduct business research to identify entities requiring licenses, including analysis of sales records, tax returns, and other data sources.
14. May train other accounting and office personnel regarding accounting procedures.
15. May perform other duties as assigned.

### **QUALIFICATIONS**

**Knowledge of (depending upon position assignment):**

Accounts receivable, accounts payable, billing, and purchasing methods and procedures; payroll accounting and timekeeping procedures and labor contracts and tax withholding and filing requirements; licensing and special fee requirements; billing practices and procedures; budgeting procedures; data retention requirements; customer service practices.

**Ability to:**

Operate computer equipment and use accounting software, and spreadsheet and word processing software applications programs; operate calculator and other standard office equipment; verify, enter, and reconcile financial data and accounting information; ensure proper authorization and documentation for disbursements; prepare basic accounting records and reports; communicate effectively, both orally and in writing; establish and maintain effective working relationships with staff, management, vendors, contractors, customers, and others in the course of work.

### **EXPERIENCE**

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| <b>EXPERIENCE</b> | High School graduation or G.E.D. equivalent is required. Completion of technical accounting training and coursework is desirable. |
| <b>EDUCATION</b>  | Two years of complex clerical and technical accounting and budgeting work is required.  |
| <b>LICENSE</b>    | None.   |

### **PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable*

*accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Physical Demands**

While performing the duties of this class, the employee is constantly required to sit, and frequently to stand and walk to counter areas. The sensory demands include the ability to talk, and hear, both in person and by telephone; use hands to finger, handle, feel or operate computer hardware and standard office equipment; and reach with hands and arms. The employee occasionally lifts and carries records and documents weighing less than 20 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **Mental Demands**

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; read and interpret data; use math and mathematical reasoning; establish priorities and work on multiple assignments and projects concurrently; and interact appropriately with staff, management, vendors, and the general public in the course of work.

### **WORK ENVIRONMENT**

The employee frequently works in office conditions where the noise level is usually moderate, at and below 85 decibels.

## **BENEFITS**

**RETIREMENT** Miscellaneous employees shall pay the full 7% of their CalPERS required contribution of their compensation earnable. The City shall provide PERS Section 21354 – 2% @ 55 for miscellaneous members. New employees/members hired on or after January 1, 2013 as defined by the Public Employees’ Pension Reform Act (PEPRA) will be hired at the retirement formula in accordance with the PEPRA and other legislation.

**DEFERRED COMPENSATION** City contributes \$40 per pay period to an ICMA 457 deferred compensation program on behalf of employee.

**VACATION** 80+ hours per year based on years of City service.

**SICK LEAVE** One (1) eight (8) hour day per month of service.

**HOLIDAYS** Twelve (12) holidays per year.

**ADMIN LEAVE** Equivalent to two (2) work days of administrative leave per fiscal year.

**INSURANCE** The City provides a comprehensive insurance program through a full flex cafeteria plan for all full-time employees, including health, dental, and vision plans. The City also provides for the employee's dependent health insurance. The Holman Group, an employee assistance program, is available to employees and their families for confidential, short-term counseling.

**LIFE INSURANCE** City contributes (100%) towards a \$50,000 life insurance policy.

**TUITION REIMBURSEMENT** Tuition Reimbursement is capped each calendar year at the rate of the California State University system for up to two (2) semesters of full-time undergraduate enrollment.

**SECTION 125 PLAN** Allows employee to set aside funds to cover medical and dependent care expenses (pre-tax dollars).

#### **SELECTION PROCEDURE**

Please note that only online applications submitted via CalOpps are being accepted for this recruitment. Faxes, emails, or postmarks will not be accepted. **The application must be filled out completely to be accepted.**

Those applicants who appear best qualified based on application materials submitted will be invited to any combination of written, performance and/or oral interview to further evaluate their job-related experience, education, knowledge, skills and abilities.

Appointment is subject to any or all of the following: pre-employment medical and fingerprinting processes as well as background investigation. If selected, incumbent will be required to submit written identification proving eligibility to work in the United States. A probationary period of six (6) months must be served by each employee.

Any qualified individual with a disability must provide reasonable notice to the City prior to the testing process that reasonable accommodation is required. The City of Seal Beach is an Equal Opportunity Employer.

The provisions of this job announcement do not constitute an expressed or implied contract. Any provision contained in this job announcement may be modified or revoked without notice.