



CITY OF PATTERSON, CALIFORNIA
EMPLOYMENT OPPORTUNITY
EQUAL OPPORTUNITY EMPLOYER

DEPARTMENT OF HUMAN RESOURCES
1 PLAZA, PATTERSON, CA 95363
(209)895-8011

INVITES APPLICATIONS FOR THE POSITION
FULL-TIME ACCOUNTING TECHNICIAN

SALARY

\$5,124.26 - \$6,228.56 Monthly

OPEN: January 16, 2026

DEPARTMENT: Finance

RECRUITMENT: Internal/External Candidates

DEADLINE TO APPLY: February 6, 2026

TO APPLY: Apply at www.pattersonca.gov

THE POSITION:

Under limited supervision, the paraprofessional Accounting Technician performs detailed and complex technical accounting duties including: maintenance of the general ledger, a wide range of payroll processing activities and reconciliation of checking accounts; assists in the preparation of a variety of financial reports; provides technical assistance to higher-level accounting staff ; serves as liaison on accounting functions to other City departments and staff; may provide functional guidance to less experienced staff; and performs related duties as required and/or assigned.

PRINCIPAL DUTIES:

Performs a variety of computerized accounting duties including but not limited to general ledger, payroll, and reconciles and balances fund accounts; prepares and processes payroll; compiles payroll data from timesheets and other records; generates computer reports necessary to compute and verify payroll data; calculates withholding; creates checks; downloads and transmits direct deposits and related transactions; prepares third party payments and responds to all questions regarding payroll; maintains and updates master payroll records including the production of employee pay checks and accrual calculations; researches and adheres to payroll practices and procedures as defined within Memorandum of Understanding (MOU) and other agreements, City policies and

directives; assures compliance with City, State and Federal requirements; prepares quarterly, annual, and W-2 tax reporting statements; processes retirement plan contributions; analyze employee pay, deductions and benefits to determine the correct amount to report to State and Federal agencies; maintains records of employee benefits to include leave accruals; works directly with Human Resources staff to solve problems and implement payroll changes; works with a variety of outside agencies; monitors and verifies wage information; performs daily input, audits, and balances employee work time; assists with the preparation of monthly, quarterly and annual reconciliations; maintains necessary records and logs, including state and federal taxes; researches and prepares journal entries; reconciles and posts cash receipts; prepares deposits; maintains City fixed asset records; generates, reviews and updates fixed asset reports as required; coordinates bi-annual capital asset physical inventory; and communicates with departments to ensure assets are properly recorded and tagged; calculates and posts quarterly distributions such as administrative fees and interest earnings; performs data entry functions; enters information into computer for all accounting activities; serves as liaison between Finance and other City departments regarding accounting functions; responds to inquiries in person and on the telephone; performs related duties as required and/or assigned.

MINIMUM QUALIFICATIONS:

Must be 18 years of age or older.

Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

Education: Equivalent to an Associate's Degree from an accredited college or university with coursework in bookkeeping, accounting, or a related field.

Experience: Two (2) years of increasingly responsible accounting support experience equivalent to the Senior Accounting Assistant with the City.

LICENSE OR CERTIFICATES:

Possession of a valid California Class C Driver's License.

KNOWLEDGE OF:

Modern office procedures, methods, and equipment including computers and applicable software applications; basic general ledger reconciliation; payroll reporting procedures of County, States and Federal agencies; payroll related laws and regulations; financial record keeping principles and procedures and reporting methods; mathematical principles including business mathematics; proper phone techniques and etiquette and effective customer service techniques; and pertinent federal, state and local laws, codes and regulations.

ABILITY TO:

Exercise discretion and confidentiality; accurately perform a variety of detailed accounts payable/receivable and/or payroll assignments and related recordkeeping activities without immediate supervision; prepare complex financial reports that are clear and concise; maintain journals, ledgers and a variety of filing systems; understand and follow oral and written

instructions; maintain attention to detail; prioritize and complete work assignments in a timely manner within a work environment of frequent interruptions; make arithmetical calculations with speed and accuracy; validate and ensure the accuracy of fiscal information and data; research, analyze and interpret statistical data and financial and accounting records; enter, retrieve, and interpret computer system data; administer aspects of payroll programs and employee deductions/time; perform complex arithmetic and basic statistical calculations accurately; quickly and accurately operate a personal computer, calculator and other standard office equipment; effectively use the City's automated accounting systems and related software applications; adapt to changing technologies and learn functionality of new equipment and systems; read, speak, write, and comprehend English at a level needed to perform essential functions of the position; communicate clearly and concisely, both orally and in writing; provide effective customer service to the general public and City employees; communicate effectively with employees, other departments and the general public; and establish and maintain effective working relationships with those contacted in the course of work.

MENTAL AND PHYSICAL REQUIREMENTS:

Mental Requirements: The mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job: While performing the duties of this job, the employee is regularly required to review documents related to department operations; maintain attention to detail in a dynamic environment; understand, interpret and explain department policies and procedures.

Physical Requirements: Position requires sitting, standing, walking, reaching twisting, turning, kneeling, bending, grasping, and repetitive hand movements in the performance of daily activities. The position also requires a full range of vision and the ability to hear and speak for performance of detailed duties and provision of customer service on the phone and at the counter.

Environmental Conditions: Work is performed in a standard office environment.

Prior to appointment, eligible candidates will be required to submit to and successfully pass a medical examination, drug screen and background investigation, which will include fingerprinting.

The City of Patterson is an Equal Employment Employer