



CITY OF SAUSALITO
420 Litho Street, Sausalito CA 94965
Attn: Human Resources Manager
(415) 289-4130
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SENIOR ACCOUNTING TECHNICIAN
(Salary Range: \$66,331 – \$88,878)

One Full-time Position in the Sausalito Finance Department
Application Deadline: Monday, May 10, 2021
(Interviews will be May 13, 2021)

THE COMMUNITY AND CITY GOVERNMENT: Sausalito is a beautiful, San Francisco Bay front city of 7,226 residents within 2.2 square miles that serves a visitor population that may be several times the size of the year round population. The blend of historical buildings, wooded hillsides, sweeping Bay and San Francisco views nestled against the Golden Gate National Recreation Area combine to make Sausalito a community of unparalleled charm and natural beauty. Sausalito is a General Law City incorporated in 1893 and has a City Council/City Manager form of government. The City provides a full range of services including Administration, Finance, Police, Public Works, Parks and Recreation, and Community Development. The City Council and staff value positive relationships with the residents, businesses, visitors and outside agencies.

JOB CHARACTERISTICS: The Senior Accounting Technician is a non-exempt journey-level class that performs the full range of technical work in the following areas: accounts receivable, accounts payable, payroll, and/or general ledger, in addition to performing a wide variety of record keeping, reconciliation, and account support activities. Incumbents work independently, exercise judgment and initiative, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the department.

SUPERVISION RECEIVED AND EXERCIED: Receives general supervision from the Senior Accountant. Exercises no direct supervision over staff.

TYPICAL DUTIES FOR THE POSITION INCLUDE: (Illustrative Only)

The typical duties may include, but are not limited to:

- Performs and provides technical support in the preparation, maintenance, and operation of the accounting function, including general ledger, payroll, accounts payable, accounts receivable, year-end audit work, and financial reporting.
- Demonstrates a full understanding and ensures compliance with Federal and State laws, as well as City policies and procedures; responsible for writing, implementing, and training employees from other departments on accounting procedures and the use of the accounting software.
- Prepares and posts journal entries and maintains and balances general ledger and subsidiary accounting ledgers related to postings from payroll, accounts payable, cash receipts, and accounts receivable according to established accounting policies and procedures.
- Reconciles transactions and account statements; records changes and resolves differences; maintains the accuracy of accounting and financial records.
- Receives, balances, and audits cash receipts and disbursements; allocates revenue to proper cost accounts; posts revenue; prepares bank deposits and related reports.
- Reviews and processes timesheets and payroll on biweekly basis, researching and correcting discrepancies as required; processes personnel transactions making appropriate adjustments/changes in the payroll system; prepares reports and payments for employee retirement benefits; prepares quarterly Federal and State tax reports.
- Assists in the implementation and upgrades of the accounting and financial systems; provides system user training to other staff as required.

- Gathers financial and statistical information and materials for various reports and year-end auditing process; compiles, reconciles, and verifies information and prepares financial, Federal, and State mandated reports.
- Assists in the preparation of audit schedules during the annual audit process.
- Prepares, processes, reviews and verifies documents, records, and forms related to assigned area for accuracy, completeness, and conformance to applicable policies, rules, and regulations.
- Closes and balances accounts, prepares bank deposits, and reconciles various bank accounts making adjustments due to cancellations and corrections.
- Generates and assists in the preparation of monthly, quarterly, and year-end financial, summary, and technical reports.
- Enters and retrieves information and data using standard word processing and spreadsheet software, as well as accounting, financial, and other related electronic information systems.
- Assists customers, departments, and employees by providing answers and information regarding specific account information, discrepancies, general accounting procedures, and/or department specific issues and problems; researches issues regarding specific transactions; and updates related files and departments on action items.
- Performs other duties as assigned.

QUALIFICATIONS:

Must have working knowledge of:

- Terminology and practices of financial and accounting document processing and record keeping, including general ledger, payroll, accounts payable, accounts receivable, year-end audit work, and financial reporting.
- Principles and practices of auditing payroll, accounts receivable, and other accounting and finance documents.
- Basic principles and practices of fund accounting and public agency budgeting
- Modern office practices, methods, and computer equipment and computer applications related to work, including financial system, payroll, word processing, and spreadsheet software and databases.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Perform detailed accounting and financial office support work accurately and in a timely manner.
- Prepare, process, maintain, and reconcile ledgers and journals according to accepted accounting policies and procedures.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Compose correspondence and reports independently or from brief instructions.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

REQUIREMENTS: Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade supplemented by college-level coursework in accounting, finance, or a related field and three (3) years of experience in processing financial documents and maintaining financial or accounting records.

Licenses/Certifications Required:

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS:

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

BENEFITS:

Retirement: The City is a part of the CalPERS retirement plan and does not contribute to Social Security

- Classic employees – 2% @55 formula, highest 3 year average compensation
- PEPRAs employees – hired after 1/1/13 or Classic employee with 6 month break in service are eligible for a 2% @ 62 formula, highest 3 year average compensation

Cafeteria Benefit Plan: The City offers a healthy cafeteria benefit program including choices among plan options for medical, dental, vision, life insurance, short and long-term disability, and PERS long-term care insurance.

Leave: Employees earn 120 hours of vacation and 96 hours of sick leave per year

APPLICATION DEADLINE – 5:00 P.M. ON MONDAY, MAY 10, 2021

- Apply online at www.calopps.org/city-of-sausalito
- For questions about job openings or any topic related to Human Resources, please contact Sebron Flenaugh, Human Resources Manager, at sflenaugh@sausalito.gov or (415) 289-4130

*The City of Sausalito is a drug free workplace.
E.O.E./A.D.A.*