

CLASS SPECIFICATION



CLASS: Senior Accounting Technician
ALLOCATION: County-wide
FLSA STATUS: Non-exempt
UNION AFFILIATION: YCEA

ESTABLISHED: Circa 1990
REVISED: April 2022

JOB SUMMARY:

Under direction perform a variety of technical financial and accounting duties that require a specialized knowledge; provide administrative support to assigned supervisor; perform the most difficult and responsible types of duties assigned to classes within this series, which may include providing lead direction over assigned personnel and performing duties including, but not limited to, verifying and updating assessment tax roll information, leading the centralized payroll function, and assisting with the preparation of budget documents and perform other duties as assigned. Incumbents are required to be fully trained in all procedures related to assigned area of responsibility.

This is the advanced journey level in the technical accounting series.

CLASS CHARACTERISTICS:

This position reports directly to a supervisory or management position, depending on department assigned. This class is distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by amount of time spent performing the duties and by the nature of the public contact made.

EXAMPLES OF DUTIES:

Essential:

- Record and accurately receipt money from all sources into the County treasury.
- Review, verify authorization and ensure accurate payment of all County expenditures.
- Verify and update assessment tax roll information, taxes collected and apportions the distribution of collected taxes to the proper taxing authority; perform changes, corrections and additions to the actual tax rolls; track roll corrections, penalties, payments and unpaid balances.
- Prepare monthly, quarterly and annual Federal, State and other reports regarding the assigned accounting and/or financial support function(s).
- Review and reconcile varied reports and journals and budget, payroll, tax, revenue or related financial or business data.
- Interpret applicable rules, regulations and laws related to area of assignment; interpret and apply tax laws and conditions to the public and representatives of other agencies.
- Receive, balance, reconcile, journal and disburse fees, fines, forfeitures and funds.
- Prepare and submit complex claims of programmatic expenditure to the state for reimbursement; track expenditures and allocate them to cost centers; estimate expenditures and reserves.
- Assist with the preparation of budget documents; review and monitor expenditures and reimbursements; project a variety of estimated costs.
- Plan, coordinate and participate in the design, implementation and modification of a major, County-wide accounting or financial support function.
- Conduct and follow through on a variety of special projects, which may involve research, summarization of information and recommendations and the direction of staff on a part-time project basis.
- Analyze and issue tax payments; document, maintain and monitor a variety of logs, procedures and processes to ensure accurate financial records.
- Assist with tracking information related to investments, including but not limited to, process, trade date, issue date, and maturity date; prepare deposit for proceeds upon investment maturity.
- May plan, prioritize and review the work of staff assigned to a variety of accounting support duties.
- Provide staff training; work with employees to correct deficiencies.
- Build and maintain positive working relationships with co-workers, other County employees and the public using principles of good customer service.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Use standard office equipment, including a computer, in the course of the work; may drive a motor vehicle to attend meetings and visit work sites.

EMPLOYMENT STANDARDS:**Knowledge of:**

- Policies and procedures of the accounting or financial support function to which assigned.
- Applicable laws, codes and regulations.
- Business arithmetic, algebra, statistics and their applications.
- Principles and practices of financial record keeping and bookkeeping.
- Principles and practices of auditing financial documents and records.
- Basic budgetary practices and terminology.
- Modern office equipment, methods, procedures, and computer hardware and software.
- Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition and grammar.
- Principles and practices of technical and functional supervision and training.
- Techniques for working successfully with other employees in a lead capacity.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

Skill in:

- Planning, directing and reviewing the work of others on a project or day-to-day basis.
- Performing the most complex technical accounting duties.
- Reading and explaining rules, policies and procedures.
- Interpreting, applying and explaining applicable laws, codes and regulations.
- Analyzing and resolving varied financial office administrative problems.
- Organizing, researching and maintaining accounting and office files.
- Making accurate arithmetic calculations.
- Reviewing financial documents for completeness and accuracy.
- Reviewing, posting, balancing and reconciling financial records.
- Preparing accurate and timely reports.
- Organizing own work, setting priorities and meeting critical deadlines.
- Providing lead direction over assigned staff; effectively train staff.

Ability to:

- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Communicate clearly, concisely, competently and effectively in writing and verbally as appropriate for the needs of the audience.
- Add, subtract, multiply or divide quickly and accurately and identify the appropriate mathematical method or formula to solve a problem.
- Organize, plan and prioritize work, developing specific goals and plans to accomplish your work in a timely manner as established by regulations and local policy.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Use initiative and independent judgment within established procedural guidelines.
- Balance multiple problems and deadlines easily and independently.
- Identify problems and issues and reason through them logically.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Generally a typical office environment.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.

Special Requirements:

- Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting and/or credit check prior to hire.
- Certain positions may be required to file statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

MINIMUM: Graduation from high school supplemented by accounting or financial courses from an accredited college, and four years of progressively responsible experience in the maintenance and review of accounting, financial, or fiscal records or one year of experience at a level equivalent to the County's classification of Accounting Technician. Relevant education may be substituted for up to two years of experience as defined on a year-for-year basis.

PREFERRED: In addition to the minimum, an Associate's Degree from an accredited college with course work in accounting, bookkeeping or a related field, and additional years of experience as defined above in a public agency.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Dept. Approval:
Date:

Signature: _____

Human Resources Approval:
Date:

Signature: _____

EEOC: E
WC: 8810

Established: Circa 1990
Revised: September 2004, January 2008, August 2014,
August 2016