

CITY OF SAN JUAN CAPISTRANO

SENIOR ACCOUNTING SPECIALIST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform complex clerical and technical accounting functions related to an assigned area; to reconcile trust accounts and assigned deposits; to serve as liaison for the acquisition and operation of computer software and equipment; to provide assistance on special projects such as personnel budget allocations and audits; and to perform a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Accounting Specialist series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to this series including assuming technical accounting responsibility for a specific program area. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Accounting Manager and higher level management.

ESSENTIAL FUNCTION STATEMENTS . *Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Performs a variety of technical and clerical accounting functions in the area assigned; reconciles trust accounts, assigned deposits, and monitors daily cash.
2. Prepares a variety of statistical and financial reports; organizes and prepares monthly cash account reconciliation, including fiscal agent accounts; responsible for annual escheatment process, including deposits and trust accounts; compiles data and conduct research, as appropriate.
3. Processes the City's payroll; inputs payroll data into the computer including overtime, leaves, levies, garnishments and other deductions; deducts Federal and State payroll taxes; prepares checks.
4. Prepares Federal and State tax reporting forms; calculates taxes and prepares W-2's audit and reconcile tax reports.
5. Compiles information on employee insurance; provides personnel benefit calculations and budget allocations and prepares invoices for insurance payments; prepares cost calculations; maintain budgetary worksheets.

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6. Serves as departmental liaison to computer standards committee and works with City's programmer related to finance system.
7. Performs a variety of general clerical duties including typing, maintaining files and records processing mail and ordering supplies.
8. Acts as banking/card liaison.
9. Provides back-up to other technical and clerical accounting staff; performs accounts payable and accounts receivable functions; assists at the front counter; accepts monies and issues receipts.
10. Operates a variety of office equipment including computers, adding machines, copiers, fax machines and related equipment.
11. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Methods and techniques of governmental bookkeeping and accounting.
Advanced technical and clerical accounting methods and techniques.
Principles and practices of processing payroll.
Modern office methods, procedures and computer equipment.
Principles and practices of fiscal record keeping and reporting.
Advanced principles of arithmetic.
A variety of computer hardware and software applications.

Skill in:

Independently performing the most difficult technical accounting functions.
Operating a variety of computerized equipment including various software and mainframe programs and DOS based systems.
Maintaining a variety of financial records and files.
Accurately tabulating, recording and balancing assigned transactions.
Coordinating the acquisition and implementation of new computer hardware and software.
Troubleshooting computer hardware and software applications.
Working independently in the absence of supervision.
Preparing clear and concise reports.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

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

Experience:

Three years of technical accounting experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in accounting, business administration or a related field.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time; extensive use of computer keyboard; visual acuity for reading numerical figures and computer screens.