EMPLOYMENT OPPORTUNITY
CITY OF STANTON
7800 Katella Avenue, Stanton, CA 90680

SENIOR ACCOUNTING TECHNICIAN (FULL-TIME)
Finance Department

**SALARY:** $4,731 - $6,039 per month

**FINAL FILING DATE:** July 2, 2020 at 5:00 p.m.

**WORK SCHEDULE:** 4 day workweek (Monday-Thursday)

**SUMMARY DESCRIPTION:** The purpose of this position is to perform a variety of specialized and technical accounting work related to the preparation and maintenance of a variety of fiscal records, including but not limited to: payroll processing, accounts payable/receivable, journal entries, grant accounting, general ledger analysis and financial reporting.

**ESSENTIAL FUNCTIONS AND BASIC DUTIES**

Duties may include, but are not limited to, the following:

- Input data into spreadsheets for various accounts and/or payroll actions.
- Check reports and records for accuracy, completeness and compliance with established standards.
- Interpret, produce, process and report various Federal, State, payroll, retirement and other related daily, weekly, monthly and year-end reports, taxes, notices and forms.
- Prepare, process, reconcile and/or balance the actions of bank accounts, the general ledger, labor and EDD accounts, vendors accounts, grant accounts, accounts receivable, accruals, depreciations and fixed asset acquisitions and deletions.
- Maintain refundable and expendable deposits records and complex systems of interrelated computer and hard files and records.
- Verify requisitions, revenues and/or expenses for coding and proper departmental authorization.
- Process various payroll, garnishments and related reporting actions and documentations.
- Prepare and analyze a variety of fiscal reports, statements and schedules; prepare new-year, mid-year and year end reports; ensure timely preparation and submission of various reports.
- Setup and maintain vendor files, history, status and reports; prepare reports, forms and documents for annual vendor auditing process.

**APPLICATION AND SELECTION PROCEDURE:**
Applications obtained at [www.ci.stanton.ca.us](http://www.ci.stanton.ca.us). A City application must be completed and submitted to Stanton City Hall, 7800 Katella Avenue, (714) 379-9222, ext. 225, Monday – Thursday, 7:00 a.m. - Noon and 1:00 p.m. - 6:00 p.m. or via e-mail to hr@ci.stanton.ca.us. 
Resumes or references to a resume will not be accepted in lieu of a completed City application. Applications will be reviewed carefully, and only those who appear to have the best qualifications will be invited to continue in the selection process. Meeting minimum requirements does not guarantee an invitation to compete further in the process.
Enter budget adjustments into the accounting software.

Enter and create purchase order information and send copies of purchase orders to appropriate departments; maintain purchase orders; modify and provide information to vendors and departments as requested regarding order status.

Maintain and reconcile a variety of ledgers, reports and account records; examine and correct accounting transactions to ensure accuracy; prepare journal vouchers to adjust and correct errors in accounting records; perform month end, fiscal year end and calendar year end accounting system processing.

Administer and maintain the City’s automated accounting system; train staff in the use of software programs; troubleshoot and resolve operational problems.

Participate in the compilation and preparation of the City’s annual budget.

Assist with annual audit; including the preparation of working papers; and assistance in preparing statistical schedules for the City’s Comprehensive Annual Financial Report (CAFR).

Maintain knowledge of financial, record-keeping principles, practices and terminology; basic governmental accounting principles; and automated information systems; maintains current knowledge of City policies and accounting procedures.

May assist with the processing of business license applications and renewals.

**KNOWLEDGE:**

- Basic understanding of operational characteristics, services and activities of a governmental accounting program.
- Modern and complex principles and practices of governmental accounting, auditing, budgeting, reporting, recordkeeping and financial analysis.
- Application of generally accepted governmental accounting principles and procedures to a variety of accounting audits, transactions and problems.
- Principles, best practices and methods for the preparation and maintenance of a complex automated payroll system, including preparation and processing of payroll and related disbursements, accounting, reporting, recordkeeping, reconciliation and regulatory compliance.
- Cost accounting and fixed assets accounting theory and practices.
- Sound principles and practices of financial auditing.
- Financial research and report preparation methods and techniques.
- Automated financial management systems.
- Principles and practices of budget preparation and administration.
- Pertinent Federal, State and local laws, codes and regulations including payroll and Federal and State Tax Accounting Techniques for providing effective customer service in dealing with City staff and others contacted in the course of the work.
- Modern office practices, methods and computer equipment.
- Safe driving principles and practices.

**ABILITIES/SKILLS:**

- Operate modern office equipment including computer equipment.
- Perform responsible and difficult accounting work involving the use of independent judgment and personal initiative under minimal supervision.
- Conduct full-cycle payroll processing; calculate retroactive pay adjustments and other calculations required for the processing of a complex payroll.
- Apply accounting principles to the maintenance of governmental financial and accounting transactions and the auditing of financial records.
- Accurately perform general mathematical calculations, including addition, subtraction, multiplication, division and calculation of percentages, fractions, and decimals; ability to reconcile financial data.
- Prepare, analyze and maintain the full range of financial records, reports, analyses and statements.
- Examine and verify the full range of financial documents and reports.
- Develop, revise, install and utilize manual and automated fiscal management systems.
- Analyze situations carefully and adopt effective courses of action.
- Research, collect, compile and analyze information and data.
- Interpret, explain and ensure compliance with Federal, State and local policies, procedures, laws, codes and regulations.
- Use modern auditing and accounting methods, procedures, forms and records.
- Provide, resolve and implement solutions to operational problems.
- Assist in designing and implementing operating systems, policies and procedures.
- Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations.
- Work independently with minimal supervision; organize and prioritize work activities independently.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

**EXPERIENCE/TRAINING/EDUCATION:** Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Two years of professional governmental accounting and auditing experience.
- Equivalent to 60 semester units of related college course work or an Accounting Certificate equivalent to a least 26 semester units from an accredited college or university, and equivalent two years of responsible accounting experience including personal computers using MS Word and spreadsheet programs.

**LICENSE OR CERTIFICATE:** Possession of, or ability to obtain, a valid California driver's license.
PHYSICAL ACTIVITIES AND REQUIREMENTS:

- Ability to work in a standard office environment requiring prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, crouching and stooping in the performance of daily activities.
- Movements frequently and regularly require using the wrists, hands and fingers to operate computers and office equipment.
- Occasional overtime, weekend and/or evening work may be required.
- Ability to hear and convey detailed or important instructions or information verbally and accurately.
- Average visual acuity to prepare and read documents.
- Ability to communicate with both the public and co-workers in a clear and concise manner.
- Adapt to standard office sounds generated by office equipment as well as standard noise levels resulting from communication with co-workers and the general public.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract and any provision contained herein may be changed without notice.

THE CITY OF STANTON IS AN EQUAL OPPORTUNITY EMPLOYER. All applicants will be considered regardless of race, color, religion, sex, national origin, age, marital or veteran status, disability, genetic status or any other legally protected status.