

**CITY OF MILLBRAE  
CLASSIFICATION SPECIFICATION**

**SENIOR ACCOUNTING TECHNICIAN**  
**March 2019**

**DEFINITION**

Under general supervision, performs the most complex technical and specialized accounting support work, including those related to confidential areas such as payroll; may provide lead direction, work coordination, and training to other staff.

**DISTINGUISHING CHARACTERISTICS**

Senior Accounting Technician is a paraprofessional-level accounting position that is responsible for performing and leading technical and complex accounting and financial support work, as well as performing confidential accounting work related to payroll. This class is distinguished from the Accounting Technician in that it performs confidential accounting support work, as well as providing lead direction. It is distinguished from an Accountant in that the Accountant performs professional accounting work.

**SUPERVISION EXERCISED AND RECEIVED**

Receives general supervision from supervisory or management staff. Provides lead direction to assigned department personnel.

**DUTIES AND RESPONSIBILITIES**

The duties listed below are illustrative only and are not meant to be a full and exhaustive listing of all of the duties and responsibilities of the position.

- Processes and reconciles payrolls; makes necessary adjustments and corrections; prints paystubs/checks for payday distribution;
- Verifies, reconciles, and remits various payroll statutory and vendor payments;
- Greets and assists customers at the front counter as needed; provides assistance to front counter regarding escalated issues concerning assigned activities;
- Prepares special and/or legally-required reports related to City payments of salary and other compensation such as the annual State Controller's Compensation Report; reconciles and submits quarterly and year-end Federal and State withholding taxes; prepares and processes other required reports and documents as assigned, including those for utility services, business license process, miscellaneous receivables, and/or public information requests related to these areas;
- Allocates salary and benefit expenditures to the appropriate function and budget unit in accordance with established procedures;
- Prepares payroll reports for the CalPERS retirement system using assigned on-line system; determine how various City pay categories fall under CalPERS reporting requirements; ensures accuracy of input and output data;
- Maintains current knowledge of CalPERS regulations and/or the California Code of Regulations (CCR) and ensures accurate reporting; follows-up with CalPERS for clarification as needed; notifies appropriate staff of changes needed to satisfy CalPERS;
- Maintains records regarding each employee's salary rate, group insurance coverages/costs and leave entitlements/usage in collaboration with Human Resources; prepares and updates salary and benefit schedules in collaboration with Human Resources; collaborates with Human Resources to implement changes in pay or benefits as assigned;

- Responds to requests for compensation information from other agencies and interested parties, including Public Records Act requests;
- Reviews and monitors revenue receipts; may be assigned responsibility for some revenue projections for budgeting purposes;
- Processes billings as assigned, including those for Business Improvement District (BID), alarm monitoring, Short Term Residential Rental (STRR), and New Home Buyer program according to established procedures; processes billing changes according to established procedures;
- Processes accounts receivables according to established procedures; distributes bills and related information; makes necessary adjustments and corrections according to City policies; communicates with and assists the public and employees in resolving sensitive problems or issues;
- Prepares deposits of receivables according to established procedures; prepares and updates account receivables reconciliations; communicates orally or in writing with persons or companies regarding money owed;
- Maintains sub-ledger control records regarding various aspects of billing;
- Periodically reviews older accounts receivable to recommend transfers to collection agencies; follows through on transferring related accounts to collection agencies and prepares journal entries to close related accounts from City's books;
- Prepares and updates a cash flow calendar/schedule for treasury management purposes under guidance;
- Prepares the Treasurer's investment reports for submission to the City Council; maintains files and records of bond statements and transfer activities;
- Performs bank reconciliations across multiple accounts involving payroll checks, deposits, accounts payable, and electronic payments and receipts;
- Processes various assigned regulatory reports related to City-wide billings; provides customers with information concerning billing changes;
- May provide limited work direction or training to other Department staff and functions as a lead worker involving Account Technicians and clerical staff as assigned; and
- Performs related duties as may be assigned.

## **JOB-RELATED QUALIFICATIONS**

**Knowledge of:** Basic principles, methods, and practices of payroll and benefits, fund accounting, municipal billing; general regulatory provisions applicable to financial institutions; reading and interpreting Memorandums of Understanding, CalPERS regulations, billing practices and terminology used in financial operations, including proficiency in using financial databases for payroll, utility billing, business license, and accounts receivable; Excel spreadsheet and word processing software programs; English usage, spelling, and punctuation; and math/arithmetic as applied to business and finance problem solving.

**Ability to:** Understand and accurately apply applicable government regulations and laws; gain a thorough knowledge of applicable department and City documents, policies, and procedures; accurately process payroll in a timely manner; accurately process utility and miscellaneous billing and related fiscal activities in a timely manner; apply computer software in the performance of assigned functions; communicate effectively in writing and verbally; maintain effective working relationships with those contacted in the course of work; prepare and maintain accurate files and records; communicate effectively in writing and verbally; maintain effective working relationships with those contacted in the course of work; maintain privacy and discretion in handling sensitive information.

## **EDUCATION AND TRAINING GUIDELINES**

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

**Education:** Equivalent to an Associate's degree in accounting, business, finance, or a closely related field.

**Experience:** Three (3) years of progressively responsible fiscal recordkeeping experience, billing experience, or payroll experience, preferably in a public sector setting.

**Licenses:** May be required to possess and maintain a valid State of California Driver's License.

## **SPECIAL REQUIREMENTS**

Speak clearly and understandably; ability to work in a standard office environment and use computer software applicable to the job; physical stamina and mental alertness to work additional hours to meet deadlines; hear and speak well enough to converse by telephone and in person and be clearly understood.