



Department: Finance
Prepared By: Laura Redwine

FLSA Status: Non-Exempt
Prepared Date: April 11, 2016

JOB TITLE: Accounting (Personnel) Technician

SUMMARY:

Performs personnel technical administration, payroll, and financial accounting.

ESSENTIAL DUTIES AND RESPONSIBILITIES LISTED BY PRIORITY/FREQUENCY:

- Prepare, update, verify, and input employee payroll information into the payroll system. Must be proficient working with electronic timekeeping software.
- Monitor time cards for compensatory time, paid time off, administration time, sick time, and other allowances.
- Calculate and report retirement pension information to CalPERS.
- Calculate and distribute payroll related expenses to appropriate general ledger accounts.
- Post daily cash receipts to general ledger.
- Prepare and submit payroll related invoices to Accounts Payable for payment.
- Prepare and review monthly, quarterly, and annual payroll/workers compensation reconciliation/reports/requests.
- Complete, update, review, and maintain personnel files and records. Review files for timely DMV pull program, employee drug tests, and employee evaluations.
- Complete and maintain worker compensation records and files.
- Assist with various journal entries to the general ledger.
- Analyze and review general ledger account balances related to payroll for accuracy.
- Maintain and review backup/support documentation of journals, registers, and other transaction reports.
- Clear checks for bank reconciliation.
- Maintain and review CalPERS Circular letter binder and California Alarm Safety reports.
- Prepare monthly allocation of Public Works labor costs to appropriate funds and prepare journal entry.
- Administer employee benefit plans and assists new employees with benefit enrollments. Notify benefit plan providers regarding employee eligibility and coverages.
- Assist and process letters/packets for interview process during job recruitment. Assist with job flyers and advertisements.
- Respond timely to employee questions about benefit plans, payroll, and other personnel issues.
- Perform employment verifications and background checks.



- Assist and prepare for annual financial statement audit, annual budget salary schedules and other budgeted payroll expenditures.
- Cross trained and can serve as back up to Accounting Accounts Payable Technician and Accounting Utilities Technician.
- Provide back up to Customer Service Representative taking payments, new service, disconnects, answering phone calls, etc. as needed.
- Assist with budget, expenditure, and payroll special projects.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS, EDUCATION, AND EXPERIENCE:

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required.

- High school diploma or general education degree (GED); AA degree preferred.

PREFERRED QUALIFICATIONS AND EXPERIENCE:

- Two to three years related accounting experience; or equivalent combination of education and training. Type a minimum of 45 words per minute and experience working in Microsoft Office with excellent proficiency in Excel.
- Ability to read, analyze, and interpret technical procedures and governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and response to questions from groups of managers, customers and the general public.
- Ability to solve practical problems and deal with a variety of concrete variables in situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, and rates. Ability to apply concepts of basic algebra and geometry.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid California Class C driver's license.

Every individual holding this position must possess and maintain all certificates, licenses and registrations required by law at the current time or in the future.

PHYSICAL DEMANDS:

- Sitting, standing, walking, climbing, grasping, lifting, manual dexterity, clear speech, clear hearing, clear seeing and driving. Ability to occasionally lift/move 25 pounds.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable



accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

- Generally indoors in a temperature controlled office.
- Noise level is usually moderate.
- Verbal, face-to-face contact, email, and telephone.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.