

CLASSIFICATION SPECIFICATION

CITY OF MARYSVILLE, CA

Date: February 2017

CLASS TITLE:	Finance/Personnel Technician (Confidential)	JOB CODE:	10746
WORKING TITLE:	Finance/Personnel Technician	FLSA STATUS:	Non-Exempt
REPORTS TO:	Department Head	HIRING STATUS:	Career

JOB SUMMARY

Under limited direction, performs a variety of routine and complex financial and accounting work involving the maintenance and review of financial and statistical records, including analyzing and preparing financial reports on City finances. Analyzes budget to actual financial resources, performs financial reconciliations and accounting duties in support of maintaining the City's financial software systems. Prepares reports on the fiscal impacts of City developments, utility rate studies, human resources support and risk management issues; demonstrates a full understanding of all applicable policies, develops and implements goals, programs and procedures regarding finance and accounting activities; administers housing programs, such as CDBG and HOME; obtains grants for parks & recreation, utility infrastructure financing, transportation, planning, etc. and prepares reports as needed. Performs all other related duties and responsibilities as required. The Finance/Personnel Technician position is a confidential classification pursuant to Section 3500 *et seq.* of the California Government Code. Responsibilities may also include the direct and indirect supervision of other personnel. The Finance/Personnel Technician reports to the Administrative Services Director.

DISTINGUISHING CHARACTERISTICS

The Finance/Personnel Technician is a journey level class that is responsible for a variety of accounting, payroll and personnel duties with only occasional instruction or assistance. Incumbents are expected to have a full understanding of budgeting, governmental financial accounting and reporting to work independently within established guidelines. The Finance/Personnel Technician is expected to work productively in the absence of supervision. Work is normally reviewed only on completion and for overall results.

EXAMPLES OF WORK

Examples of Work is only intended to present a descriptive summary of the range of duties and responsibilities that are associated with positions in this classification, and **may not include** all duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position. Employees are responsible for all other duties as assigned. Provides continuous leadership in carrying out the program mission, as amended from time to time, including:

- Performs a wide variety of activities relating to the development of financial reporting, including analyzing and tracking of revenues and expenditures;
- Under general direction, develops, maintains and operates City's financial and accounting systems, including payroll, utility billing, fixed assets, debt service, accounts payable, accounts/notes receivable and the City's loan portfolio;

- Prepares payroll, payroll tax reporting, state/federal payroll reporting (monthly, quarterly, annual, etc) including W-2s, 1099s, sales and fuel tax return and public employee pension reporting;
- Prepares, coordinates and processes accounts payable, accounts receivable, business and animal licenses and reconciles to the general ledger;
- Installs, troubleshoots and operates a variety of financial on-line systems and local database systems; records all investments in appropriate tracking systems;
- Assists in grant administration functions, coordinating grant awards and writing grant applications;
- Provides support to close and audit financial reporting process, including cash balance reconciliations from a variety of bank accounts;
- Assists in managing the City's self-insured programs and coordination with the Self-Insured Joint Powers Authority;
- Serves as technical advisor to City staff and officials, other agencies, outside organizations and members of the public;
- May exercise functional and technical supervision over assigned staff; establishes positive working relationships with those contacted during the course of work;
- Serves as human resources support for the City;
- Performs specialized and responsible clerical duties in support of important functions or programs within the department;
- Maintains financial, statistical, and/or operational reports and records as applicable;
- Creates and maintains confidential documents related to operations, personnel and other matters.
- Interprets city policies, rules and regulations in response to inquiries and refers inquiries as appropriate;
- Performs duties related to personnel administration, including conducting employee orientation, calculating and tracking time sheets and payroll, coordinating department recruitment activities, providing salary and health/benefit information to employees, and processing Personnel Action Forms;
- Assists in the support of administration in preparing agenda items, staff reports, assembling background material, attending meetings to take minutes, and typing minutes of meetings as assigned;
- Provides technical and functional supervision as appropriate to clerical personnel; recommends organizational procedural changes concerning clerical activities;
- Provides customer service by taking/screening calls, visitors, and sorting/distributing mail;
- Performs other duties as assigned; not all duties listed are necessarily performed by each individual holding this classification.

QUALIFICATION REQUIREMENTS

To be successful in this position, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required.

EMPLOYMENT STANDARDS (position requirements at entry)

Any combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the job is qualifying. These employment standards would typically be achieved by possession of a high school diploma, or equivalent, and two years of increasingly responsible journey level finance and accounting experience, preferably in local government, or an Associate's Degree in accounting, business administration, finance, personnel or closely related field. Functional and

operational knowledge of departmental propriety database and experience serving in a lead or supervisory capacity is desirable.

KNOWLEDGE, SKILLS, AND ABILITIES (position requirements at entry)

Knowledge of:

- Finance and accounting terminology, payroll procedures and interpretation of employee agreements;
- Accounting procedures and transactions used in controlling subsidiary accounts, accruals, deferrals and estimated items, sales, receivables and payables, closing the books and the principles and procedures used in the preparation of financial statements; electronic data processing techniques related to accounting and auditing procedures and practices; writing grant applications, processing grant documents and follow-up reporting and ensuring compliance with grant program requirements;
- Laws, practices and policies related to personnel administration and record keeping;
- City government organization, functions, policies, rules, and regulations;
- English usage, spelling, grammar, punctuation and basic statistics;
- Modern office methods, procedures, and computer equipment and software;
- Business letter writing and arithmetic;
- Organization, procedures, and operating details of the department assigned;
- Filing and records keeping practices.

Ability to:

- Analyze data, define problem areas, draw logical conclusions and analyze situations accurately and adopt an effective course of action;
- Communicate effectively both orally and in writing including preparing comprehensive, clear and concise accounting and financial statements;
- Apply knowledge of mathematics in computing percentages, discounts, interest, profit and loss and other mathematical calculations common to financial operations;
- Perform a wide variety of difficult and responsible administrative, secretarial and clerical work with limited supervision;
- Complete assigned tasks relying on broad descriptions of objectives, rather than on extensive, separate instructions requiring frequent supervision;
- Prioritize workload effectively to meet deadlines under changing conditions;
- Compile and maintain complex and extensive confidential data, records and reports;
- Handle multiple projects and meet critical deadlines;
- Exercise a high level of judgment relative to confidential personnel and administrative matters;
- Establish and maintain effective, cooperative working relationships with individuals and groups encountered;
- Meet the physical, psychological and background requirements necessary to safely and effectively perform assigned duties and responsibilities;
- Use computers and peripherals effectively in the accomplishment of assignments.

Language Skills:

- Well-developed listening, writing, and verbal communication skills, including the proper use of financial and subject matter concepts and terminology, conveyed with the intended audience in mind.

Reasoning Skills:

- Well-developed ability to define organizational, operational, and technical subject matter problems succinctly, to draw reasonable conclusions therefrom, to conceptualize solutions effectively, and to effectively relate those matters to others. The issues involved will regularly require incumbents to interpret a variety of technical instructions, possibly given in mathematical, diagrammatic or statutory forms.

PHYSICAL DEMANDS

The physical demands described here are representative of those which 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. While performing the duties of this job, the employee is regularly required to sit, walk, and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to use telephone and computer equipment and peripherals.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderately quiet indoors, and varying outdoors. Work days are frequently long, and work product deadlines are common. Confidentiality is required.