

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

FINANCE TECHNICIAN

Civil Service Status:	Open Competitive	Bargaining Unit:	General Employees' Association
Probationary Period:	One Year	Approved by City Council:	3/16/09
Classification Series:	Finance	Resolution No.:	2009-30
FLSA Status:	Non-Exempt		

*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

Under supervision this position is responsible for performance of advanced finance or accounting work in the maintenance of general ledger records, payroll, accounts payable, accounts receivable, revenue collections, utility billing, parking citations, business license, cashiering, and data processing; assists the public by answering inquiries and complaints; provides telephone relief as necessary; performs other related duties as required.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Prepare monthly reconciliations of bank accounts; general ledger, payroll and worker's compensation;
- Prepare monthly reconciliation of recreation and utility deposits and other deposits as received;
- Prepare monthly reconciliation of accounts receivables;
- Conducts audits of tax returns for the area of Business Tax, Utility Users Tax and Transient Occupancy Tax, etc.;
- Maintains records and performs inventory of the City's fixed equipment inventory and assets;
- Prepare monthly report to review revenue variances for utilities, business license and parking citations and provide analysis accounting for major increases or decreases;
- Prepare monthly or annual review of water meters between the City's records and those of third party contractor;
- Reconciliation of daily cash transactions to be process for deposit to bank and coordinate reconciliation with accounting for posting to general ledger;
- Provide solutions and actions in areas that require improvement, whether it be procedures or in equipment;
- Provide assistance with technical malfunction in data processing;
- Assists in maintaining a competent, motivated work force by training, developing and motivating lower level finance classification personnel;
- Fill in as needed for lower level finance classification employees;
- Responsibilities may include supervision of clerical employees;
- Assumes duties of immediate supervisor in his or her absence;
- Occasionally may be required to operate personal or city owned vehicles during course of employment;
- Assumes responsibility for ensuring the duties of the position are performed in a safe, effected manner;
- Performs other related duties as assigned or as situation requires;

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MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Accounting or bookkeeping principles, practices and procedures.
- Applications and principles of data processing systems and automated accounting systems.
- Modern office methods, systems, and procedures.
- English usage, spelling, grammar, punctuation and arithmetic.

Skills:

- Possess skills in word processing general correspondence, spread sheets and reports using a personal computer and software applications;

Ability to:

- Communicate clearly and concisely, both verbally and in writing;
- Prepare clear, concise, complete and accurate financial statements, schedules and reports;
- Learn and explain a variety of technical policies and procedures;
- Process payroll, accounts payable, utility billing, account receivables, and provide relief as necessary at the switchboard and cashiering;
- Establish and maintain effective working relationships with other employees in the City and the public;
- Work with minimum supervision;
- Train and supervise subordinate employees;
- Accurately process a high volume of financial transactions;
- Be proficient in making arithmetical calculations;
- Develop necessary skills from on-the-job training and meet standards of performance or higher for the classification by the end of the probationary period;
- Handle confidential information with discretion;
- Communicate effectively orally and in writing;
- Work overtime as required;
- Effectively handle irate customers;
- Assume responsibility for maintaining a safe working environment;
- Maintain electronic files;

Education and Experience Guidelines – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Any combination of education and experience equivalent to an Associate in Arts degree in accounting or other related field.

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Experience:

One (1) year of relevant financial experience. Appropriate experience may be substituted for the education requirement on a year-to-year basis up to two (2) years.

License:

A valid California Class C Driver's License and a satisfactory driving record.

Desirable Qualification:

The ability to speak Spanish

Physical Requirements:

Must meet approved physical and pre-placement medical standards for the position.