



Employment Opportunity Notice

FINANCE TECHNICIAN

\$23.99 - \$29.16

Hourly Salary

(Plus great benefit package)

There is one (1) position available in the classification of Finance Technician for the City of Crescent City Finance Department. This is an open job recruitment. Applications can be picked up at City Hall or online at www.crescentcity.org. **Applications must be submitted by 5:00 p.m. on Thursday, September 8, 2022.**

The City reserves the right to extend the filing deadline as necessary.

GENERAL STATEMENT OF DUTIES: This position is classified as confidential. Under general supervision, performs all activities necessary to process Accounts Payable and Payroll.

Payroll duties include processing full payroll, maintaining related records, filing tax and voluntary deduction reports, processing involuntary deductions such as levies and garnishments, preparing accounting transactions and documents, documenting and updating procedures, preparing W2 and other reports and forms, and preparing special reports and analysis for management.

Accounts Payable duties include processing invoices, verifying accuracy and compliance with established purchasing procedures, preparing checks, preparing 1099 and other reports and forms, and maintaining records.

ESSENTIAL DUTIES:

Payroll: Maintain time and attendance records, compute wage and overtime payments, calculate and record payroll deductions; Review payroll submissions for compliance with applicable federal and state regulations and Memorandums of Understanding with City employee bargaining groups; Establish and maintain employee payroll records; Communicate payroll or benefit issues or discrepancies to department heads, supervisors, and employees; Process all payroll and payroll-related warrants and direct deposits; Prepare and file all payroll-related tax reports; Prepare and submit various payroll reports and audits as required; Prepare, process and submit W-2 forms annually; Maintain all payroll-related benefit records including vacation/sick leave and leaves of absence; Prepare and process various benefit-related payments to the employees; Maintain records of and administer local, state and federal mandated employee benefit/deduction requirements; Prepare and process payments to benefit providers; Establish and maintain payroll and benefit records for volunteer fire department; Reconcile subsidiary payroll ledger and general ledger accounts.

Accounts Payable: Review invoices, documents, and payment authorizations for accuracy and compliance with City purchasing policies; Post invoices to accounts payable system; Prepare and mail warrants; Prepare and maintain accounts payable documents and files, including electronic files; Review vendor statements and follow up with vendors and/or City staff to resolve discrepancies; Respond to vendor inquiries; Prepare warrant lists for City Council approval; Prepare 1098 and 1099 forms annually; Report 1099 vendors to EDD as required.

Other: May perform or serve as backup for employee benefit administration, including setting up and overseeing open enrollment of health plans, administering COBRA and employee flexible benefit plan, and enrolling, changing, or terminating employee benefits as necessary; Prepare reconciling journal entries as necessary; Maintain confidential records; Provide information and analysis to City management as requested, including confidential items; Prepare reports and analysis for year-end audit and other reports as requested;

Serve as relief for Account Clerk I and Account Clerk II positions as required; Perform other related work as required.

JOB REQUIREMENTS: *(The following are a representative sample of knowledge, skill and abilities necessary to perform the essential duties of the position.)*

Knowledge of: Methods, principles, practices, terminology and documents used in payroll, bookkeeping and financial accounting work; Generally accepted accounting practices and principles; Governmental accounting practices and procedures, fund accounting and fiscal management; Modern office methods, practices, procedures and equipment, including filing systems, letter and report writing; Proficiency with payroll, spreadsheet and word processing software and knowledge of applicable state and federal labor laws and regulations.

Skill and Ability to: Organize, prioritize and coordinate work activities and meet critical deadlines; Perform difficult and complex financial and clerical work requiring the use of independent judgment and initiative; Interpret, explain and apply applicable laws, codes, regulations and policies; Understand and execute oral and written instructions and apply guidelines to varied situations; Communicate effectively, both orally and in writing, in the English language; Maintain records, analyze data and prepare accurate reports; Proficiently use applicable accounting, spreadsheet and word processing software applications, including working in Microsoft Office in a Windows environment; Make mathematical and financial calculations rapidly and accurately; Maintain good working relationships with employees, co-workers, benefit providers, other agencies and the general public; Use discretion in handling confidential matters and materials.

SUPERVISION: This position is supervised by the Finance Director and has no supervisory responsibilities.

QUALIFICATIONS: *Any combination of education, experience and training which demonstrates the required knowledge and ability to successfully perform the essential job duties.*

Experience and Training:

- High School Diploma or GED
 - Associates degree or major coursework in Accounting, Business Administration or a related field.
- OR
- Two (2) years of progressively professional and responsible experience in Accounting, Payroll or other related aspects of accounting; public agency experience preferred.

Other Requirements:

License/Certificate: A California Driver's License or equivalent, if a resident of another state and a satisfactory driving record are conditions of initial and continued employment.

APPLICATION PROCESS: A City of Crescent City application and Supplemental Questions must be received in the Human Resources Department by 5:00 p.m. on the final filing date.

Application materials are available at City Hall on the Job Board or in Human Resources.

FINAL FILING DATE: 5:00 p.m., Thursday, September 8, 2022.

Wage and Benefits

Hourly Wage: \$23.99 – \$29.16/hr.

Retirement: PERS 2.5% @ 55 for classic members; 2% @ 62 for new members. Employee pays 8% PERS member contribution.

Health: The City provides up to \$1,540.00/month in a flexible benefit plan to apply towards health benefits, including medical, dental, vision, air ambulance, long-term disability. City pays contribution to life insurance.

Vacation Leave: Vacation is accrued at 4 hours biweekly upon employment and increases with time in service. There is an accumulation limit.

Sick Leave: Sick leave is accrued at 4 hours biweekly with an accumulation limit.

Holidays: 12 paid holidays per year.

Although benefits have been reported as accurately as possible, there has been no guarantee of complete benefit summary intended. All information provided is subject to the actual terms of the legal documents that control benefit programs.

Equal Employment Opportunity/Reasonable Accommodation:

The City of Crescent City is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, sexual orientation, age, disability or marital status or other non-merit factors in its hiring practices, including the process of recruitment, selection, promotion or other conditions of employment.

In accordance with the Americans with Disabilities Act, the City will make reasonable efforts during the interview process to accommodate people with special physical or mental requirements. If special accommodations are necessary, please contact the Human Resources Department prior to your interview date.

For any questions, please contact Human Resources.

City of Crescent City- Human Resources
Sunny Valero- HR Manager
377 J Street.
Crescent City, CA 95531
(707) 464-7483, ext. 233
www.crescentcity.org

CITY OF CRESCENT CITY

FINANCE TECHNICIAN **Supplemental Questions:**

The purpose of this questionnaire is to provide applicants with the opportunity to elaborate on their qualifications for the Finance Technician and to assist in assessing each applicant's individual qualifications. Responses to this questionnaire will be used to evaluate each applicant's relevant experience and training to determine who will be invited to continue further in the selection process.

Please answer the following questions on separate letter size paper, write your name on your response, and attach the page(s) to your application. (DO NOT write your responses on this page). Responses should be no longer than one page per question. Answer all questions fully and legibly. Your responses should be typed or neatly printed.

You may also submit a resume or additional information; however, such items MAY NOT be submitted in lieu of the questionnaire. Please indicate the question number for each of your responses (1a, 1b, etc.) and do not answer any of the questions by indicating, "see attached resume".

1. Describe your specific experience with processing payroll (for example: what were your responsibilities, what kind of organization, how many employees, and for how long?).
2. Describe your specific experience with processing accounts payable.
3. What experience do you have preparing and entering journal entries and working in the general ledger?
4. What skills do you have that you believe are particularly important for this position?