

CITY OF IRWINDALE

FINANCE TECHNICIAN

*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.*

SUMMARY DESCRIPTION

Under general supervision, performs a variety of responsible financial record keeping functions; maintains financial records on the City's automated financial system, processes accounts payable, and performs related duties as required.

REPRESENTATIVE 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.

1. Performs a variety of responsible financial record keeping functions; maintains financial records on the City's automated financial system and processes accounts payable.
2. Performs duties in support of the City's accounts payable function; receives incoming invoices for payment and reviews for accuracy and proper authorizations and account coding; researches discrepancies; prepares batches for data entry; ensures that payments are included and processed in a timely manner.
3. Enters reviewed invoices for payment; reviews data input and data entry batches completed by others for accuracy and makes necessary corrections; obtains necessary signatures for approval.
4. Processes accounts payable disbursements from batches entered in current accounts payable cycle; prepares warrant listing and distributes to City Clerk for City Council meetings; receives and inputs special accounts payable batches for manual checks on an as-needed basis.
5. Opens and closes the central cash register; reviews and verifies cash received from other departments.
6. Maintains fixed asset records and conducts periodic inventories.
7. Establishes and maintains various filing systems.
8. Assists with various department functions; assists with preparation of the annual budget; provides support during the year-end audit; assists with the processing of developer deposits.
9. Researches and/or responds to employee, vendor, and citizen inquiries, requests, and complaints in a courteous manner; provides information within area of assignment; resolves complaints in an efficient and timely manner.
10. Maintains various subsidiary ledgers and journals.
11. Performs a variety of general office support functions including typing, record keeping, proofreading, and forms and report generation; receives and sorts incoming mail; files documents.
12. Coordinates and maintains the centralized accounts receivable functions; processes invoices; reconciles the aging schedule; performs collections as needed.
13. Performs related duties as required.

CITY OF IRWINDALE
Finance Technician (Continued)

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:

Principles and practices of accounting and financial record keeping.
Basic principles and practices of auditing.
Mathematical principles.
Principles and practices used in establishing and maintaining files and information retrieval systems.
Principles and practices of fiscal, statistical, and administrative record keeping and reporting.
Methods and techniques for basic report preparation and writing.
Customer service techniques, practices, and principles.
Modern office procedures and equipment including computers and applicable software applications.
Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Understand, interpret, and apply the fundamental principles of accounting and related policies and procedures.
Perform a variety of accounting, fiscal, and statistical record keeping duties including to prepare, maintain, and reconcile a variety of records and files.
Participate in the preparation of a variety of administrative and financial reports.
Review financial records, reports, and related documents, identify discrepancies, and resolve problems related to assigned area of responsibility.
Research, compile, and interpret a variety of information and make appropriate recommendations.
Work independently in the absence of supervision.
Plan and organize work to meet changing priorities and deadlines.
Perform mathematical calculations quickly and accurately including to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.
Understand the organization, operation, and services of the City and of outside agencies as necessary to assume assigned responsibilities.
Compile a variety of information and records and exercise good judgment in maintaining information, records, and reports.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education 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:

Equivalent to completion of the twelfth grade. Completion of technical accounting training and coursework is desirable.

Experience:

Two years of responsible clerical and technical accounting and budgeting work.

License or Certificate:

Possession of an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 these essential job functions.

Environment: Work is performed primarily in a standard office environment; incumbents may be required to work extended hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.