

## TOWN OF SAN ANSELMO

### **ACCOUNTING – BENEFITS TECHNICIAN I/ ACCOUNTING – BENEFITS TECHNICIAN II**

#### DEFINITION

To perform technical administrative duties in finance, accounting, and payroll; to provide Clerical and technical support in human resources and benefits administration; and to provide general office support as assigned.

#### DISTINGUISHING CHARACTERISTICS

ACCOUNTING- BENEFITS TECHNICIAN I - This is the entry level class in the Accounting-Benefits Technician series. This class is distinguished from the journey by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgement on matters allocated to the journey level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under immediate supervision while learning the more routine job tasks.

ACCOUNTING -BENEFITS TECHNICIAN II – This is the full journey level class within the Accounting-Benefits Technician series. This class is distinguished from the Accounting-Benefits Technician I by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and they are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level.

#### SUPERVISION RECEIVED AND EXERCISED

##### **Accounting-Benefits Technician I**

Receives immediate supervision from management staff; may receive technical and functional supervision from professional staff.

May monitor activities of volunteers as assigned.

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Accounting-Benefits Technician I/II (cont'd)

**Accounting-Benefits Technician II**

Receives general supervision from management staff; may receive technical and functional supervision from professional staff.

May monitor activities of volunteers as assigned.

**EXAMPLES OF DUTIES** – Duties may include, but are not limited to the following:

Post, verify, and balance various accounts; gather, sort, and research records and files to provide factual data and trace discrepancies to reconcile accounts; perform data entry functions and operate on-line interactive computer terminal and personal computer.

Receive and process cash payments and other revenues; balance cash, verify incoming monies from Town departments; prepare bank deposits; manage petty cash fund and handle disbursement.

Prepare, review and verify purchase orders, vendor invoices and related documents. Confirm authorizations, maintain purchasing files, and prepare warrant register.

Prepare billing, payment, and other accounting information to vendors, contractors, the public, and others as appropriate.

Provide billing, payment, and other accounting information to vendors, contractors, the public, and others as appropriate.

Maintain general ledger accounts and prepare reports as required; review and classify documents for proper accounting documentation; code information according to established procedure.

Review, verify and process employee time cards; calculate and process monthly group insurance billings and other payroll deductions; prepare and process payroll including taxes, deductions, benefits and retirement; perform quarterly and year-end payroll functions; and respond to questions about payroll deductions.

Process special payroll functions such as buy-back, retirement reports, and special checks; conduct new employee orientation and maintain inventory of benefit materials; advise

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Accounting-Payroll Technician I/II (cont'd)

employees on availability of benefits and enrollment procedures; process benefit enrollment/changes; and consult with benefit providers on policies/procedures.

Provide administrative support to human resources personnel.

Maintain accounting, statistical, payroll, benefit, personnel, inventory, fixed asset, and other financial records; prepare a variety of routine and special reports.

Process Workers Compensation, unemployment and disability insurance claims.

Provide general office support functions in administration/Finance Department as required.

Build and maintain positive working relationships with co-workers, other Town employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

**Accounting-Benefits Technician I**

Knowledge of:

Principles and practices of accounts payable and receivable and payroll processing.

Business arithmetic as applied to general accounting and office support functions.

Financial record-keeping and bookkeeping practices and procedures.

Principles and practices of computerized payroll and financial software and personal computer applications including spreadsheets.

Modern office methods, practices, procedures, and equipment.

English usage, spelling, grammar, and punctuation.

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Accounting-Benefits Technician I/II (cont'd)

Ability to:

Perform technical accounting work with speed and accuracy.

Intermittently review documents related to department operations; observe, identify, and problem solve office operations and procedures; understand, interpret, explain, and apply department and/or Town policies and procedures to the public and employees.

On a continuous basis, sit at desk and/or stand at counter for long periods of time. Intermittently twist, bend, kneel, and squat to reach files, supplies, and equipment; use a telephone, and write or use keyboard to communicate through written means; lift or carry weight of ten pounds or less.

Learn the organization, procedures, and operating details of the Administration/Finance Department, including policies and procedures applicable to processing and maintaining accounting and payroll data.

Schedule and organize work to meet deadlines; analyze situations accurately and develop effective course of action within scope of responsibility.

Work with various cultural and ethnic groups in a tactful and efficient manner.

Obtain information through questioning, handle multiple assignments, and work effectively with interruption.

Deal firmly and courteously with the public, vendors, and Town staff; vigorously follow up on delinquent accounts and challenge vendors on billing inconsistencies.

Use computer accounting and word-processing software and hardware, ten key adding machine, typewriter, telephone, postage meter, photocopy machine and facsimile machine.

Type at a speed necessary for successful job performance.

Maintain records and prepare reports; verify and cross check files and data; prepare correspondence.

Monitor work of volunteers.

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Accounting-Payroll Technician I/II (cont'd)

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible clerical accounting experience, including accounts payable and payroll processing.

Training:

Equivalent to the completion of the twelfth grade. Additional specialized training in bookkeeping, accounting, data processing or a relate field is desired.

License or Certificate:

May need to possess a valid California driver's license as required by the position.

**Accounting-Benefits Technician II**

*In addition to the qualifications for Accounting-Benefits Technician I:*

Knowledge of:

Policies, procedures, and operating details of the Administration/Finance Department, including policies and procedures applicable to processing and maintaining accounting and payroll data.

Pertinent local, State and Federal laws, ordinances, and rules.

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Accounting-Benefits Technician I/II (cont'd)

Ability to:

Independently perform a variety of responsible technical accounting work with speed and accuracy.

Interpret and apply various Department and Town procedures, regulations, and contractual agreement, including insurance policies and related documents.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible technical accounting experience performing duties similar to an Accounting-Benefits Technician I with the Town of San Anselmo.

Training:

Equivalent to the completion of the twelfth grade. Completion of two years of college level course of study in accounting or a related field is desirable.

License or Certificate:

May need to possess a valid California driver's license as required by the position.

Date: 6-21-2011

Approved: *Debra Stutsman*