

FINANCE TECHNICIAN I  
FINANCE TECHNICIAN II

DEFINITION

To perform a variety of complex and specialized accounting duties in an assigned functional area of responsibility; to function as a liaison between the Finance Department, citizens, and other City departments by answering questions and solving complicated and/or sensitive problems; and to perform a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

Finance Technician I - This is the entry-level class in the Finance Technician series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Finance Technician I is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Finance Technician II – This is the journey level class in the Finance Technician series and is distinguished from the I level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

This class is distinguished from that of the Senior Finance Technician in that the latter is an advanced journey level class responsible for highly complex technical accounting related work and exercises technical and functional supervision over assigned staff.

SUPERVISION RECEIVED AND EXERCISED

Finance Technician I

Receives immediate supervision from assigned management or supervisory staff; and may receive technical and functional supervision from a Senior Finance Technician.

Finance Technician II

Receives general supervision from assigned management or supervisory staff; and may receive technical and functional supervision from a Senior Finance Technician.

May exercise technical and functional supervision over lower level finance staff as appropriate.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Perform specialized and detailed work in the review and processing of various financial records and related materials; ensure the integrity of data and information related to area of assignment which may include cash management, utility billing/customer service, accounts payable/receivable and/or consolidated billing.

Receive, research and resolve discrepancies related to cash management, utility billing/customer service, accounts payable/receivable and/or consolidated billing; receive, research and respond to inquiries from other departments, vendors, and customers.

Analyze and reconcile a variety of journals, accounts, reports and records; to prepare, process, and maintain accounting system records, and transactions.

Prepare journal entries and general ledger reconciliations and perform month and year-end closing of accounting records; assist with budget development and monitoring.

Balance financial information system controls; balance and post financial transactions to ledgers and sub-ledgers and reconcile to the accounting system; and balance various other financial transactions with source documents and controls.

Administer and train new users on document management/retention automated systems.

Prepare, compile, tabulate and maintain data and complex documents; assist with preparing technical financial, statistical and operational reports, statements and records.

Respond to inquiries from the public in person, by telephone, and/or in writing, regarding areas of responsibility and initiate appropriate action to resolve problems.

Research and answer employee and City departments' inquiries regarding the status of accounts and payments, including proper transaction coding and related matters.

Plan, prioritize, and review the work of staff assigned to a variety of clerical accounting functions, as assigned.

Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner, as assigned.

Participate in evaluating the activities of staff, recommending improvements and modifications, as assigned.

Provide and coordinate staff training; work with employees to correct deficiencies, as assigned.

Serve as administrator for a variety of software; add and delete users; and coordinate with software vendor for the resolution of issues.

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

Perform related work as required.

MINIMUM QUALIFICATIONS

Finance Technician I

Knowledge of:

Practices, methods, and terminology used in financial and statistical record keeping.

Principles and practices of routine analytical research.

Customer service principles and problem resolution techniques.

Modern office practices and procedures, computer equipment and software applications related to financial accounting.

Business letter writing and report preparation.

Ability to:

Perform difficult and responsible technical work involving financial and related statistical record keeping.

On a continuous basis, know and understand all aspects of the job. Intermittently analyze work papers, reports and special projects; research, identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at a desk for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Prepare, process, review, and check submitted accounting and financial documents, records, and forms for accuracy, completeness and conformance to applicable policies, rules, and regulations.

Research and compile technical and financial information.

Operate a personal computer for data entry, inquiry, and report generation.

Maintain confidentiality of a wide range of sensitive information.

Make accurate mathematical calculations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative relations with those contacted during the course of work.

Experience and Training

Experience:

Two years of responsible administrative, clerical or customer service experience related to accounting, billing or finance.

AND

Training:

An Associate's degree or 60 semester units of college level course work including 18 units in a major field of study and 21 units in general education from an accredited college or university, preferably in accounting, finance or related field. Two years of related work experience can substitute for an Associate's Degree.

License or Certificate

Possession of a valid California Driver's License by date of appointment.

Finance Technician II

In addition to the qualifications for the Finance Technician I:

Knowledge of:

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

Governmental accounting and reporting practices, especially as applied to municipal organizations.

Principles and practices of technical and functional supervision and training.

Ability to:

Independently perform difficult and responsible technical work involving financial and related statistical record keeping.

Respond to and assist in resolving difficult and/or sensitive inquiries related to financial accounting records and processes.

Organize, assign and review the work of staff engaged in a variety of clerical accounting duties, as assigned.

Experience and Training

Experience:

Two years of responsible experience performing duties comparable to that of a Finance Technician I in the City of Roseville.

AND

Training:

An Associate's degree or 60 semester units of college level course work including 18 units in a major field of study and 21 units in general education from an accredited college or university, preferably in accounting, finance or related field. Two years of related work experience can substitute for an Associate's Degree.

License or Certificate

Possession of a valid California Driver's License by date of appointment.

07-16-19

06-21-18

05-31-17

08-25-12                      Finance Technician I/II

Accounting Technician I/II	Utility Billing Specialist I/II	Cash Management Specialist	CSR Leadworker
07/01/01	08/25/05	10/14/04	07/1/05
12/23/98    Accounting Technician	05/12/04		
01/23/96	07/01/01		
	07/01/00    Billing Specialist		