



# CITY OF LODI

# COUNCIL COMMUNICATION

**AGENDA TITLE:** Revised Class Specification for Accounting Technician and the Reallocation of One Account Clerk position to Accounting Technician

**MEETING DATE:** January 17, 1996

**SUBMITTED BY:** Human Resources Director

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**RECOMMENDED ACTION:** To approve the revised class specification for Accounting Technician, and the reallocation of one Account Clerk position to Accounting Technician.

**BACKGROUND INFORMATION:** The payroll functions of the Accounting Division in the Finance Department have been reviewed. The extent and nature of responsibility for the interpretation and application of payroll policies, procedures, wage/salary installation and collection/distribution, place the position performing these functions at a technical/paraprofessional level which is above the scope of responsibilities of the Account Clerk level (the class to which this position is currently assigned). The functions are performed at the level of, and have the same requirements as the Accounting Technician class. These findings are consistent within the industry for other cities where the payroll functions are performed by advanced journey and technical level positions within classes comparable to the Accounting Technician.

It is recommended to approve the following:

- A) The revised class specification (attached) for Accounting Technician
- B) The reallocation of one Account Clerk position to Accounting Technician

**FISCAL YEAR 95/96 COST:** \$2256      **ANNUAL COST:** \$5414

**FUNDING:** Currently funded.

Respectfully submitted,

Joanne M. Narloch, Human Resources Director

Prepared by Marlon Robbins, Human Resources Analyst II.

cc: Vicky McAthie, Finance Director

APPROVED: \_\_\_\_\_

H. Dixon Flynn -- City Manager

RESOLUTION NO. 96-04

A RESOLUTION OF THE LODI CITY COUNCIL  
APPROVING THE REVISED CLASS SPECIFICATION FOR  
ACCOUNTING TECHNICIAN AND THE REALLOCATION OF ONE  
ACCOUNT CLERK POSITION TO ACCOUNTING TECHNICIAN

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RESOLVED, that the Lodi City Council does hereby approve the revised class specification for Accounting Technician as shown on Exhibit A, attached hereto; and

FURTHER RESOLVED, that the Lodi City Council does hereby approve the reallocation of one Account Clerk position to Accounting Technician.

Dated: January 17, 1996

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I hereby certify that Resolution No. 96-04 was passed and adopted by the City Council of the City of Lodi in a regular meeting held January 17, 1996 by the following vote:

AYES: Council Members - Davenport, Mann, Pennino, Sieglock  
Warner (Mayor)

NOES: Council Members - None

ABSENT: Council Members - None

ABSTAIN: Council Members - None

  
JENNIFER M. PERRIN  
City Clerk



CITY OF LODI

January 17, 1996

## ACCOUNTING TECHNICIAN

### DEFINITION:

Under general direction performs a variety of responsible paraprofessional, technical and support duties in the accurate and timely processing of payroll, accounts payable, general accounting and the posting and maintaining of related records and reports.

### DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the Senior Account Clerk by the greater level of responsibility and the extent of paraprofessional and technical functions in research, data collection, report production, and the City's payroll system. Incumbents in this class are responsible for one or more of the functional areas of the accounting division of the finance department including general accounting, accounts payable and payroll.

### SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the Accounting Manager. May exercise supervision over Account Clerk(s).

### EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Researches and compiles complex financial information from a variety of sources and presents data in spreadsheets and table format.
- Assists in the preparation of mandated and demand reports such as the State Controller's Report and Monthly Executive Reports.
- Prepares a variety of complex journal entries and supervises and coordinates their posting for year-end closing.
- Performs a variety of audits such as: daily revenue, purchase orders, weekly claims-checking amounts, proper account numbers and authorization on invoices; bi-weekly payroll, Federal and State reports; and assists external auditors during examination of the City's annual financial statements.
- Inputs authorized amounts for revenues and expenses and balances them to the budget and general ledger. Researches errors and discusses them with the appropriate managers.
- Monitors revenue and expense reports for errors and prepares journal corrections. Supervises month-end closings and prepares various closing journals.
- Prepares and maintains payroll information and references for employees and departments.
- Enters/maintains confidential employee matters including wage garnishments, wage deductions, deferred compensation, PERS retirement benefits, leave without pay adjustments, credit union, and related.

EXAMPLES OF DUTIES (cont'd):

- Prepares, maintains and verifies the accuracy of a variety of complex records and files including federal and state reporting, PERS retirement, leave without pay adjustments, credit union, leave balances, deductions and salary levels.
- Reviews and interprets numerous Federal, State and Local payroll update materials.
- Enters, verifies and maintains new wage information, classification changes and other MOU or Council/City Manager approved changes.
- Prepares and assists in year end reports.
- Prepares and generates a variety of reports and summaries, manually or using computer system, tracks data and prepares reports.
- Performs daily input, audit and balancing of employee work time.
- Performs a variety of responsible clerical work in support of the department.
- Performs related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles and practices of financial record keeping and the basic purpose and nature of governmental accounting and budgeting.
- Fundamentals of Federal, State and Local regulations, policies and procedures governing various financial practices including payroll, accounts payable, general accounting, benefits, insurance and employee deductions.
- Modern office practices and procedures.
- Systems and methods for computerized payroll, recordkeeping, file maintenance and automated financial systems.
- General office methods including the operation of computers, peripheral and standard office equipment.

Ability to:

- Interpret, explain and apply complex Federal, State and Local regulations, policies and procedures.
- Administer paraprofessional aspects of payroll programs, such as: insurance, benefits, retirement and employee deductions and/or time.
- Perform complex arithmetical and basic statistical calculations accurately.
- Prepare a variety of written reports, records and correspondence.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Ability to (cont'd):

Supervise, train and evaluate the work of others.

Research and compile financial data and prepare a variety of statistical and financial reports.

Audit compliance with applicable procedures, methods and regulations.

Operate a typewriter, calculator, computer terminal, peripheral and other standard office equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Education:

Equivalent to completion of high school supplemented by the completion of courses in accounting, budgeting, government finance, or a related field.

Experience:

Three years of progressively responsible financial accounting experience.

LICENSES AND CERTIFICATES:

Possession of the appropriate valid Driver's License from the California Department of Motor Vehicles.