

SENIOR FINANCE TECHNICIAN

DEFINITION

To organize, assign and review the work of assigned personnel engaged in a variety of accounting duties that may include cash management, utility billing/customer service, accounts payable/receivable, and payroll operations; perform duties requiring specialized knowledge; and to provide administrative support to assigned supervisor.

DISTINGUISHING CHARACTERISTICS

The Senior Finance Technician is the advanced journey level in the Finance Technician class series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including providing technical and functional supervision over assigned personnel. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel.

Exercises technical and functional supervision over technical and administrative support personnel.

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

Plan, prioritize, and review the work of staff assigned to a variety of accounting functions that may include cash management, utility billing/customer services, accounts payable/receivable, payroll, consolidated billing operations and contract management.

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

Using benchmarks, monitor incoming workload to evenly distribute tasks to support personnel.

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

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

Perform specialized work in reviewing and processing of various financial records; analyze and reconcile a variety of journals, accounts, reports and records; process adjusting entries as required.

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Maintain instruction documents in area of assigned responsibility including software upgrade testing workpapers, analysis, recommendations for customizations and implementation procedures.

Perform the most difficult work related to area of functional responsibility, including researching, reviewing, and correcting financial, statistical, and operating reporting documents.

As assigned create periodic billing rotation assignments; establish monthly billing calendar; review audit reports to ensure meter reading accuracy; analyze reports relative to accuracy of consumption.

As assigned, audit all accounts payable documents for adherence to state and federal tax compliance laws; process and file 1099-MISC; verify electronic payment postings.

As assigned, administer and process City purchase card program.

As assigned, process bad debts and credit refund actions.

Provide assistance and advice to City departments in resolving issues related to highly complex research and analysis of a variety of financial matters.

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

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of technical and functional supervision and training.

Principles and practices of financial and statistical record keeping and advanced analytical research.

Practices and methods of governmental accounting, auditing, and financial reporting.

Pertinent local, State and Federal laws, rules and regulations related to area of assigned responsibilities.

Ability to:

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

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.

Perform the most complex and difficult duties related to the monitoring, analysis, and reporting of a variety of technical financial activities and software upgrades.

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

Experience:

Two years of experience similar to that of a Finance Technician II with 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 a 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.

05-09-18

05-31-17

08-25-12 Senior Finance Technician

Accounts Payable Specialist
07-31-03

Billing Services Leadworker
07-01-05