Golden Sierra Job Training Agency

Administrative Office:
1919 Grass Valley Hwy, Suite 100
Auburn, CA 95603 (530) 823-4635

JOB ANNOUNCEMENT
ACCOUNTING TECHNICIAN

SALARY: **$19.6757 per hour**

TESTING: **Payables**
Payroll
Excel 2010 – intermediate
10 Key

Please contact Golden Sierra at least ten working days before a scheduled examination if you require accommodations before or during the examination process.

POSTING DATES

Open until filled. For immediate consideration, applicants are encouraged to apply early.

PURPOSE

The intent of this recruitment is to fill a one-year Limited Term fully benefited position for an Accounting Technician to support the Agency.

DEFINITION

To perform a variety of technical financial accounting duties requiring a thorough knowledge of accounting procedures and functions as well as applicable Federal and State laws and regulations in the preparation, review and processing of budget and accounting projects and/or investments as assigned; to interpret, apply and explain pertinent policies, regulations and rules; and to maintain related records.

DISTINGUISHING CHARACTERISTICS

This is a full journey level technical accounting class. Positions at this level are distinguished from the Account Clerk series by the performance of work that typically requires specialized college-level training in accounting and finance. Employees at this level have the ability to perform the full range of duties assigned, with only occasional instruction or assistance as unique situations arise, and are required to be fully trained in all procedures related to assigned area(s) of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Chief Fiscal Officer.

May exercise functional and technical supervision over administrative support personnel

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

Perform specialized technical and highly detailed work in the preparation, review and processing of financial and/or investment records and other related documents.

Assist in providing instruction to other division employees regarding specialized procedures and requirements; provide related software training to staff as necessary.

Review various documents and reports related to area of assignment for accuracy, completeness and compliance with division policies, laws and other regulations.

Compile, research, and prepare a variety of periodic and special reports related to area of assignment.

Develop, post and maintain information on intranet and/or internet website pages.

Provide information to Agency employees and others that require the use of judgment and the interpretation of policies, laws, rules and procedures related to area of assignment.

Organize and maintain various files; organize and prepare reports, forms and other financial documents related to area of assignment; monitor, review, and reconcile a variety of accounts; process and oversee billing statements; coordinate billing processes with other departments.

Set up and monitor accounting ledgers related to area of assignment; review and correct project accounting timesheets and error reports; adjust journal entries to properly record financial transactions; ensure data integrity of ledger related reports.

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

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of

- Theories, principles and practices of financial accounting.
- Record keeping requirements, rules and regulations related to area of assignment.
- Interpreting laws and requirements of various state and federal agencies.
- Basic business data processing principles and applications.
- Modern office practices and procedures; computer equipment and software applications related to assignment.
- Business mathematics.
- English usage, spelling, grammar and punctuation.

Ability to:

- Use independent judgment in the exercise of daily responsibilities.
- On a continuous basis, sit at desk for long periods of time. Intermittently twist and reach office equipment; write and use keyboard to communicate through written means; lift or carry weight of 10 pounds or less.
- Intermittently, review documents related to division operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain policies and procedures; explain operations and problem solve office issues for the public and with staff.
- Work effectively under deadlines and maintain detailed and accurate records.
- Perform independent research in carrying out administrative and technical duties.
- Perform complex and specialized financial technical work related to the preparation, processing and maintenance of Agency accounting projects.
- Perform computational tasks and other technical functions with speed and accuracy; compile and reconcile numerical and financial data.
- Develop and implement various data collection, reporting and filing systems; review forms and reports for mathematical and accounting accuracy.
- Understand, interpret and apply complex policies, procedures and regulations.
- Obtain information through interview and handle multiple project assignments.
- Analyze situations quickly and objectively to determine proper course of action.
- 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 provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of accounting clerical experience.

Training:

Equivalent to an Associate's degree from an accredited college or institution with major course work in accounting, finance, or a related field.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license. Proof of adequate insurance and medical clearance may also be required.

APPLICATIONS AVAILABLE AT **WWW.GOLDENSIERRA.COM/ABOUT/CAREERS.**

APPLICATIONS MUST BE SUBMITTED AS OUTLINED IN "SUBMISSION INSTRUCTION" LOCATED ON THE APPLICATION. NO PAPER APPLICATIONS WILL BE ACCEPTED.

Golden Sierra is an equal opportunity employer/program
Auxiliary aides and services are available upon request