

Closing Date: January 11, 2024
Salary: \$4,711 - \$6,037 Monthly

The City of Colfax is currently accepting applications for the position of Accounting Technician.

OVERVIEW

Under general supervision the Accounting Technician performs responsible and complex accounting support and administrative work in the preparation and maintenance of budgetary, accounting, financial, and statistical records for the City. Prepares and maintains a wide variety of complex financial records and information: utilizes automated financial systems and a variety of word processing and spreadsheet programs to enter, store and retrieve information; researches and gathers information from a variety of sources for the completion of forms or preparation of reports; provides information in person and over the phone to the public, other governmental agencies, and city staff requiring the use of judgement and the interpretation of a variety of policies rules and procedures.

CONFIDENTIAL EMPLOYEE

This position is expected to provide administrative and clerical support to the Council and Administrative Staff. This employee works independently with a minimum of supervision and practices a moderate amount of discretion. Relative to personnel matters the employee is considered to be a confidential employee.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of principles and practices of governmental financial record keeping and bookkeeping
- Knowledge of basic accounting practices of accounts payable and receivable
- Knowledge of good customer relations practices
- Skill in oral and written communication, data entry and report generation
- Skill in handling multiple tasks and prioritizing
- Skill in using computers and related software
- Ability to organize, prioritize, and follow-up on work assignments
- Ability to interpret and record data accurately
- Ability to work with frequent interruptions and changes in priorities

REGULAR DUTIES

- Performs all utility billing functions including: maintaining and updating customer database, processing bi-monthly billings, receiving and posting receipts, preparing bank deposits, and responding to customer inquiries.
- Process Accounts Payable including: Validating city expenses and obtaining appropriate approvals, coding and entering invoices into Accounts Payable and obtaining approvals for processing, printing checks and submitting for signature, responding to vendor inquiries and general filing.
- Process general cash receipts including payments made at the counter, checks received via US mail, and credit card payments processed online. Duties include: provide receipts, assign fund accounting, enter to accounting system, and prepare bank deposits.
- Assist with preparation of payroll and quarterly and annual payroll tax reporting.
- Process billing statements for Land Development accounts.
- Process business license applications and maintain database.
- General office duties including filing, copying, mail distribution, and other duties as required.
- Other duties as assigned.

ATYPICAL DUTIES

- Because the City of Colfax has a small workforce, the Accounting Technician will be required to perform duties outside the scope of the “REGULAR DUTIES” listed above. Assistance with emergencies, events, special projects, and filling-in for the regular duties of absent, key-role employees will be required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Physical: Primary functions require sufficient physical ability to work in an office environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate amounts of weights; verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

TRAINING AND EXPERIENCE

- Two to five years of increasingly responsible administrative experience
 - Experience involving public contact/customer service
 - Two years of Governmental Accounting and/or bookkeeping experience
- High School diploma or equivalent required
 - Some business or technical training in accounting or bookkeeping is desirable.

BENEFITS

The City offers a comprehensive benefit program including CalPERS retirement, medical, dental and vision. A copy of the complete benefit package can be obtained by emailing the Administrative Services Officer at accounting@colfax-ca.gov.