

## CITY OF COVINA

### SENIOR FINANCE TECHNICIAN

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under direction, leads, oversees and participates in a variety of financial work, relieving the Director of Finance, Finance Manager and Accounting Supervisor of office details and record keeping; performs the more difficult complex work assigned to incumbents in the Finance Technician series; prepares sensitive and highly confidential budget documents, financial statements and correspondence requiring knowledge of specialized financial matters; performs special accounting and record keeping activities; may coordinate the City's payroll functions; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Senior Financial Technician** is the lead/advanced para-professional journey level class expected to perform the full spectrum of work assigned to incumbents in the Finance Technician series, including the more difficult and complex assignments. This classification is distinguished from the next higher classification of Accountant in that the latter is responsible for professional level accounting and finance related tasks.

#### **SUPERVISION EXERCISED/RECEIVED:**

Receives direction from the Accounting Supervisor or the Finance Manager. Exercises technical and functional supervision over lower level staff.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Leads, oversees and participates in a variety of financial work, relieving the Director of Finance, Finance Manager and Accounting Supervisor of office details and record keeping; performs the more difficult complex work assigned to incumbents in the Finance Technician series; prepares sensitive and highly confidential budget documents, financial statements and correspondence requiring knowledge of specialized financial matters; performs special accounting and record keeping activities; may coordinate the City's payroll functions.
- Handles accounts receivable and monitors delinquent accounts for the Redevelopment Agency; prepares a variety of monthly, quarterly and annual reports; prepares a variety of confidential letters, financial and numerical reports, budget information, and other documents.
- Gathers data and keeps necessary records and files to support the Finance Department's operations; establishes and maintains the Finance Department's filing system.
- Contacts other departments; agencies and employees to communicate or obtain information required for reports and correspondence.

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- Assists the front counter staff with the public, answering questions and processing requests; responds to inquiries from employees, customers and others; refers the public, when necessary, to appropriate persons.
- Serves as a resource to City employees and lower level accounting staff; provides technical assistance to, and covers for other Finance Technician staff during breaks and as needed, which requires all Finance Technician staff to be fully cross-trained.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

#### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Senior Finance Technician**. A typical way of obtaining the required qualifications is to possess the equivalent of four years of general municipal technical accounting experience, and a high school diploma or equivalent supplemented by college level course work in accounting, bookkeeping or a related field.

#### **License/Certificate:**

Possession of, or ability to obtain, a valid Class C California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

#### **Knowledge of:**

Modern principles and practices of financial record keeping, report writing, and basic governmental accounting, including payroll, business licenses, accounts receivable, accounts payable, and utility billing; current office practices and procedures used in financial and numerical clerical accounting work; cash handling techniques; methods and techniques of providing lead direction; basic principles of mathematics; applicable federal, state and local laws,

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codes and regulations, including those dealing with confidentiality; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

### **Ability to:**

Prepare, maintain, analyze and reconcile various financial, billing, accounting and statistical records; post, adjust and reconcile accounts and balances; keep accurate records; perform cashiering duties accurately; examine a wide variety of financial documents and reports; handle a high volume of customer contact; assist lower level accounting staff; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

### **Skill to:**

Operate an office computer and a variety of word processing, spreadsheet and software applications, including billing and financial systems software.