

CLASS TITLE: FINANCE TECHNICIAN
Full-Time Hourly, Non-Exempt
Department: Administration
Supervisor: Administrative Analyst
Supervises: None

DESCRIPTION

Under the general supervision of the Administrative Analyst, the Finance Technician is responsible for processing and maintaining accounts payable, accounts receivable, data entry and document preparation, financial reports; communicating with vendors to resolve problems; updating and maintaining Recreation databases; and providing backup in performing a variety of general office support.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Prepare and process purchase orders and maintain related records.
- Process invoices and prepare claims for payments to vendors; work with vendors, staff, and the County to resolve problems and discrepancies regarding invoices, purchase orders, and claims.
- Prepare and maintain accounts payable records and lists.
- Prepare invoices; maintain accounts receivable records and lists; prepare and maintain cash receipts journal.
- Review and organize P-Card Statements acting as Billing Office Contact. Review and organize mileage reimbursements.
- Prepare bank reconciliation and Deposit Permit for transfer of funds to the County Treasurer.
- Assist with Annual Year-End Closing and Annual Audits (Independent, County, State).
- Weekly duty of processing bank deposits and maintaining records, ensuring compliance with segregation of duties policies.
- Partner with the Recreation team handling Child Action services, youth scholarships, and refunds to customers as directed by leadership.
- Provide support to management and customer service staff as it relates to courses and instructors.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Operate a variety of office equipment.
- Provide backup general office support when other office staff are unavailable: answer phones, assist the public, answer questions regarding District programs and facilities.

QUALIFICATIONS

- Knowledge of methods, practices, and terminology of financial and statistical record keeping.
- Experience with accounts payable, accounts receivable, and payroll practices

and procedures.

- Skill with correct business English usage, spelling, punctuation, grammar, and composition.
- Advanced use of computers and software applications, including spreadsheets, database, and word processing.
- Proven ability to perform a variety of accounts payable, accounts receivable, payroll, and fiscal record keeping assignments with only general guidance and supervision; ensuring the accuracy of fiscal information and data.

EXPERIENCE AND EDUCATION

Graduation from high school with two (2) years of increasingly responsible experience in the performance of fiscal record keeping and support assignments is required. Completion of specialized educational training in accounting or bookkeeping is desirable.

SPECIAL QUALIFICATIONS

Possession of a valid California Driver's License. Individuals who do not meet this requirement will be reviewed on a case-by-case basis.

WORKING CONDITIONS

- Environmental Conditions – Essential duties of this position are performed in an office environment. Incumbents work closely with other District personnel in the performance of assigned duties and responsibilities.
- Physical Conditions – Work is performed in an environment of frequent interruptions requiring maintenance of attention. Essential duties of the job necessitate prolonged periods of sitting and viewing data on a computer monitor; requires finger and hand dexterity for extensive use of a personal computer; and requires the ability to read and communicate with others to clarify information received, to reach for files and folders and other items; to stand, walk, push, pull, and grasp files and other items on a daily basis.

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential job functions.