

# FINANCE TECHNICIAN



**FILING DEADLINE:  
FRIDAY, AUGUST 2, 2013 AT 5:00P.M.**

***The Finance Technician is under general supervision of the Accounting Operations Manager and performs a variety of specialized, technical, and complex accounting support work of above average difficulty in connection with the preparation, review and maintenance of financial and statistical records.***

## **Class Characteristics**

*This is the specialist level in financial services support, performing paraprofessional accounting work. Positions in this class are typically responsible for varied and complex segments of the accounting system, such as accounts payable, payroll, and specialized accounting and financial functions. Typical duties include conducting routine pre-audits of a variety of records by examining, verifying and reviewing accounts, cash, invoices, bills, vouchers, and records; preparing invoices for payment; assisting in other bookkeeping functions such as maintaining files and compiling figures for various reports.*

*The City of Greenfield is looking for an individual who loves to embrace new challenges, create innovative systems and work collaboratively with employees who are committed to quality in customer service, which include:*

## **Qualifications**

### **Education and Experience:**

Equivalent of an Associate's degree in accounting, finance, business administration or a closely related field, and three (3) years of increasingly responsible experience that involved maintaining financial and statistical records, preferably relating to accounts payable and/or payroll.

### **Knowledge of:**

- Principles and practices of accounting and auditing, preferably including governmental accounting and budgeting
- Principles of payroll practices and related State and Federal laws
- Correct usage of the English language, including spelling, grammar and punctuation
- Filing principles and practices
- Microsoft Office applications

# FINANCE TECHNICIAN

## Skills in:

- Quickly and accurately performing mathematical calculations
- Understanding and following oral and written instructions and directions
- Prioritizing and organizing a variety of tasks and responsibilities, and meeting deadlines
- Analyzing and reviewing financial data
- Preparing and maintaining accurate reports and records
- Reconciling differences within the accounting system
- Providing exceptional customer service
- Operation of standard office equipment, such as computer, 10-key calculator, fax machine and printer
- Solving problems presented by a variety of individuals from various socio-economic, cultural, and ethnic backgrounds, in person and by telephone

## Ability to:

- Communicate effectively
- Work with minimal direction and with frequent interruptions
- Understand and follow complex verbal and written direction
- Analyze unusual situations and develop solutions through the application of City policy
- Establish and maintain effective working relationships with City staff, officials and the public
- Remain professional, confidential and discrete at all times and under all circumstances
- Understand and apply fundamental principles of accounting and payroll, as well as related laws, regulations, complex rules, policies and procedures
- Type at a rate of 45 net words per minute and operate a 10-key calculator by touch
- Review transactions for proper fund and account allocation
- Perform analysis of accounts, and calculates percentages of change of revenues and expenditures for use in financial reporting;
- Extract, classify, and summarize information from computer reports

## The City Team

The City currently employs 38 engaged and passionate employees in the Police, Public Works, Streets, Sewer, Water, Finance, Planning and Community Development Departments.

## Compensation and Benefits

- Monthly Salary: \$3,437.00 - \$4,386.00
- Five Years vesting in Public Employee Retirement System
- Participation in Social Security System
- Medical/Dental/Vision Insurance
- Life Insurance
- Short and Long Term Disability Leave
- Annual Leave
- 14 Paid City Holidays

## APPLICATION PROCEDURE:

Qualified applicants are encouraged to email their resume and cover letter to Ms. Nina Aguayo, City of Greenfield Human Resources at [naguayo@ci.greenfield.ca.us](mailto:naguayo@ci.greenfield.ca.us) (PO Box 127, Greenfield, CA 93927). Applicants MUST complete and transmit a City Employment Application with their resume to be considered for this position. Employment applications can be downloaded from the City's web page at [www.ci.greenfield.ca.us](http://www.ci.greenfield.ca.us). Incomplete and/or illegible applications will be disqualified. FAXES NOT ACCEPTED

*The City of Greenfield does not discriminate against or allow harassment on the basis of race, religion, color national origin, ancestry, handicap, disability, medical condition, marital status, sexual orientation, gender identification, sex, pregnancy, age, or for asserting family care leave rights. Reasonable accommodation will be made for disabled applicants to participate in the application and examination process. Please advise the City of special needs in advance of the application deadline and if accepted for further testing, at least one week before the examination.*

**Note:** If employed, you will be required to submit verification of your identity and legal right to work in the United States pursuant to the Immigration Reform Act of 1986.