



CENTRAL COUNTY FIRE DEPARTMENT SENIOR ACCOUNTING TECHNICIAN

Summary of Benefits: Fire Operational Support Services

Revised and Adopted date: 4/8/2026

FLSA: Non-Exempt

Effective date: 7/13/2026

DEFINITION

To perform a variety of complex and specialized technical accounting duties related to the processing of Department payroll; assist employees by answering questions and solving complicated and/or sensitive payroll matters; to perform a variety of technical tasks relative to payroll; and to perform other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Accounting Technician series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the employee contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including the performance of advanced journey-level activities. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility. The Senior Accounting Technician is distinguished from the Accounting Technician by the difficulty and complexity of duties assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management staff.

May exercise technical and functional supervision over administrative support personnel.

ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

- Verify, audit, edit and prepare bi-weekly payroll and maintain payroll records; review employee timesheets; enter payroll data; identify and resolve problems and inconsistencies relative to the maintenance of payroll accounting controls.
- Reconcile payroll reports to ensure accuracy and completeness of payroll and deductions; transmit direct deposit information; print and distribute checks and direct deposit check stubs; prepare manual checks when necessary; make wage adjustments.
- Prepare payroll records for posting to the general ledger; prepare payroll journal entries; review and approve all vouchers for payment of payroll liabilities.
- Demonstrate understanding of applicable wage policies, procedures and work methods associated with assigned duties; maintain current knowledge of local, state and federal legislation affecting payroll; attend training, classes or meetings associated with assigned duties.
- Review, track and maintain records of applicable employee benefits; prepare and generate deferred compensation payment reports; prepare, generate and provide payroll reports to PERS; as appropriate, reconcile health and benefits provider and agency benefit data; compile and provide necessary reports and initiate payment to providers; resolve billing errors and discrepancies with providers.
- Prepare specialized financial reports requiring the review of financial records to select pertinent information and submit these reports to administrative officials.

- Assist employees with payroll questions and requests; assist employees in the completion of payroll related forms; research and analyze data regarding salaries and benefits for cost studies.
- Process financial transactions in a timely manner in compliance with laws, regulations, and department policies.
- Process payroll, including payroll filings and taxes, benefits and pension processing and accounting, and general accounting transactions.
- Record financial transactions and prepare financial and statistical statements, reports and statutory filings.
- Maintain databases, forms and procedures relevant to assigned duties.
- Prepare reconciliations of general subsidiary ledger accounts and journal entries for all postings into the General Ledger.
- Prepare audit supporting work papers, some budgetary data, and other financial analysis for annual audit.
- Prepare complex spreadsheets to calculate balances for allocations and calculations used in budgeting and posting year end accruals and balances.
- Prepare complex spreadsheets to assist with payroll and benefit calculations for annual budget.
- Maintain files in accordance with policy, including coordination of scanning and filing of documents for onsite and offsite storage.
- Research and respond to inquiries from the public and Department staff.
- Assist in the development of policies and procedures for areas of responsibility.
- Represent the Department with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Foster an environment that embraces integrity, service, inclusion and collaboration.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other Department employees and the public using principles of good customer service.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Methods, practices and terminology used in financial records keeping, basic governmental accounting principles used in payroll processing.
- Principles and practices of routine analytical research.
- Pertinent local, State and Federal laws, ordinances, rules and regulations related to payroll, wage and garnishment laws.
- Governmental accounting and payroll practices, especially as applied to municipal organizations.
- Customer service principles and problem resolution techniques.
- Modern office practices and procedures, computer equipment and software applications related to financial accounting.
- Business letter writing and report preparation.
- Safe work practices.

Ability to:

- Independently perform difficult and responsible technical work related to payroll and related statistical record keeping.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Prepare, process, and review submitted payroll and financial documents, records, and forms for accuracy, completeness and conformance to applicable policies, rules, and regulations.
- Research and compile technical and financial information.
- Respond to and assist in resolving difficult and/or sensitive inquiries related to payroll processes.
- Accurately maintain complex financial and statistical data and records.
- Manage multiple competing priorities.
- Identify need for and initiate process improvements and to identify and resolve issues independently.
- Maintain confidentiality.
- Use principles of effective office safety including use of equipment in a proper and safe manner, use of preventative personal ergonomic techniques, and maintenance of safe housekeeping in personal and common workspaces.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishment of Department goals, objectives and activities.

EDUCATION AND EXPERIENCE:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to an associate's degree in accounting, finance or 12 units of relevant accounting classes.

Experience:

Three years of work experience in a technical area of accounting processing (such as payroll or general

accounting) including proficiency with complex financial systems, complex spreadsheets, and basic accounting knowledge.

ENVIRONMENTAL ELEMENTS:

Work is performed in a typical temperature-controlled office environment subject to typical office noise and environment. Travel is rare.