



Finance Technician (Full-Time/Open Opportunity)

SALARY: \$3232.84 – \$3929.54

FINAL FILING DATE: Application materials must be received by the Human Resources Division not later than 5:00 p.m. on November 6, 2006. Applications received after this deadline will be rejected. Application materials may be obtained between the hours of 8:00 a.m. to 5:00 p.m. from: HUMAN RESOURCES DEPARTMENT, 221 WEST PINE STREET, LODI, CA 95240. To request applications by phone please call (209)333-6704. TDD (209)333-6853.
www.lodi.gov

THE POSITION : Under general direction performs a variety of responsible paraprofessional, technical and support duties in the accurate and timely processing of payroll, accounts payable, collections, general accounting and the posting and maintaining of related records and reports. This class is distinguished from the Account Clerk I/II by the greater level of responsibility and the extent of paraprofessional and technical functions in research, data collection, report production, and the City's payroll system. Incumbents in this class are responsible for one or more of the functional areas of the finance department including general accounting, accounts payable, collections and payroll. Receives direction from the Accountant II or Customer Service and Revenue Manager. May exercise supervision over Account Clerk I/II. Duties may include, but are not limited to, the following: Researches and compiles complex financial information from a variety of sources and presents data in spreadsheets and table format; Assists in the preparation of mandated and demand reports such as the State Controller's Report and Monthly Executive Reports; Prepares a variety of complex journal entries and supervises and coordinates their posting for year-end closing; Performs a variety of audits such as: daily revenue, purchase orders, weekly claims-checking amounts, proper account numbers and authorization on invoices; bi-weekly payroll, Federal and State reports; and assists external auditors during examination of the City's annual financial statements; Reconciles bank statements; Inputs authorized amounts for revenues and expenses and balance them to the budget and general ledger. Researches errors and discusses them with the appropriate managers; Monitors revenue and expense reports for errors and prepares journal corrections. Supervises month-end closings and prepares various closing journals; Prepares and maintains payroll information and references for employees and departments; Enters/maintains confidential employee matters including wage garnishments, wage deductions, deferred compensation, PERS retirement benefits, leave without pay adjustments, credit union, and related; Prepares, maintains and verifies the accuracy of a variety of complex records and files including federal and state reporting, PERS retirement, leave without pay adjustments, credit union, leave balances, deductions; Reviews and interprets numerous Federal, State and Local payroll update materials; Verifies new wage information, classification changes and other MOU or Council/City Manager approved changes; Enters and maintains changes relating to pay types, deductions, benefits and accruals in automated systems; Prepares and assists in year end reports; Prepares and generates a variety of reports and summaries, manually or using computer system, tracks data and prepares reports; Works with Data Processing to program reports as necessary; Performs daily input, audit and balancing of employee work time; Approves collection arrangements with utility customers; Handles bankruptcies; Coordinates destruction of records; Performs a variety of responsible clerical work in support of the department; Performs other related duties as required.

MINIMUM QUALIFICATIONS: Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to completion of high school supplemented by the completion of courses in accounting, budgeting, government finance, or a related field.

Experience: Three years of progressively responsible financial accounting experience.

License and Certificates: Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles.

TESTING PROCESS: Candidates considered to be among the most qualified will be required to participate in a qualification appraisal testing process. This may include oral interviews, assessment exercises, and physical exercises. Passing scores will determine placement on an established eligible list. Eligible list last approximately 2 years unless abolished sooner. Fingerprints and/or background clearance is part of the testing process.

Evaluation of Qualifications: Application materials and resumes will be screened to determine if applicants are considered to be among the most qualified as outlined on the job announcement. Only applicants who are among the most qualified will be invited to participate the testing process. Resumes may not be substituted for a completed application.

Equal Opportunity Employer

EQUAL OPPORTUNITY EMPLOYER - The City of Lodi is an equal opportunity employer and is committed to a policy of fair employment practices regardless of race, color, ancestry, national origin, religion, sex or sexual orientation, marital status, age, mental or physical disability or perceived disability, medical condition, pregnancy, political affiliation or belief, or other unlawful discrimination.

AMERICANS WITH DISABILITY ACT - In compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, the City of Lodi provides reasonable accommodation for qualified individuals with disabilities. Individuals with disabilities requiring accommodations must contact the Human Resources Division upon application submittal to confirm the request.

CRIMINAL BACKGROUND INFORMATION - City of Lodi is authorized and required by the state of California to access Local, State, and/or Federal criminal history as part of the testing process. This process can be completed by initial fingerprinting and/or a full Background investigation pursuant to Penal Code §11105(b)(10), §11105.3, §13300(b)(10); Education Code §10911.5; Public Resources Code §5164) and in compliance with the City of Lodi's Fingerprinting Policy and Procedure. As a future employee or volunteer, you are required to be fingerprinted and processed through the Department of Justice and cleared before you can start. All information obtained will be kept in strict confidentiality.

HIRING PROCEDURE - Applicants must possess the minimum qualifications by the final filing date. Eligible lists are established upon successful completion of the selection process. The candidates must be successful in each part of the testing. To fill each vacancy the hiring department will request names to be certified from the eligible list and will make a selection from this certification list.

CONDITIONAL JOB OFFERS - Conditional job offers are subject to successful completion of a medical drug screen and/or physical. **Candidates should not quit or give notice to their current employer until final notification has been awarded by the Human Resources Division.**

MEDICAL-DRUG SCREENING – All positions may be subject to a physical or drug screen issued by a qualified medical physician assigned by the Human Resources Division. Under the requirements of the Drug Free Workplace Act of 1988, the City of Lodi has been designated as a drug-free workplace.

APPOINTMENT - At the time of appointment all candidates will be required to execute an oath of allegiance and complete Form I-9 - Employment Eligibility Verification in compliance with the Immigration and Naturalization Act. United States citizenship is not required. All new appointees are required to successfully complete a probationary period of twelve months.

EMPLOYMENT BENEFITS

SALARY - The starting salary is the first rate shown on the job announcement. Advancement to the higher steps of the salary range is based upon merit in accordance with the Salary Ordinance and Rules for Personnel Administration. Eligibility for the first merit increase is effective after 12 months and for additional merit increases after one year intervals until the employee has reached the maximum step.

HOLIDAY, VACATION, SICK, AND ADMINISTRATIVE LEAVE - **Holiday** - An average of 13 paid holidays per year. **Vacation** - 2 weeks paid vacation annually, increasing with length of service depending upon the appropriate labor agreement. **Sick Leave** - 10 days per year depending upon the appropriate labor agreement. **Administrative Leave** - Management/Mid-Management positions receive 80 hours per fiscal year, and specified professional/technical positions receive 40 hours per fiscal year (Pro-Rated).

HEALTH INSURANCE - Medical, Dental and Vision plans are available for employee and dependents. A portion of the premiums may be the employee's responsibility.

LIFE INSURANCE AND LONG TERM DISABILITY - The City pays the full premium for employee and dependent life insurance, and offers a long-term disability plan that provides up to approximately 2/3 of an employee's salary.

RETIREMENT AND DEFERRED COMPENSATION - The City of Lodi is a member of the Public Employees' Retirement System (P.E.R.S.). Lodi is not a member of the Social Security System except for the required medical contribution. Employees may participate in a 457 Deferred Compensation program.

FLEXIBLE SPENDING ACCOUNT - Employees may participate in a Section 125 Flexible Spending Account.

IMPORTANT NOTE: This bulletin does not constitute an expressed or implied contract. Any provisions or job duties contained in this bulletin may include modifications pending labor agreements and/or council approval.

