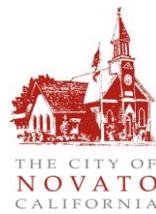


City of Novato is recruiting for a



## PAYROLL/GENERAL ACCOUNTING TECHNICIAN OPEN TO INTERNAL APPLICANTS ONLY



### THE POSITION

The City is seeking a qualified individual to perform a variety of technical and complex accounting para-professional duties involved in the processing and maintenance of the City's payroll, the processing of financial transactions, and the maintenance of assigned accounting ledgers and records; to prepare payroll reports; and to answer questions and provide information to employees.

### FINAL FILING DEADLINE February 20, 2017 at 5:00pm

To apply for this position, please visit  
[www.governmentjobs.com](http://www.governmentjobs.com) or  
[www.novatojobs.org](http://www.novatojobs.org)

### COMPENSATION AND BENEFITS \$4,422 - \$5,375/month

Placement in the salary range is dependent upon qualifications and experience.

3% Cost of Living Adjustments scheduled for 7/1/17 & 7/1/18.

Monthly contribution towards benefits up to \$1,775 per month based on benefit enrollment level.

### MINIMUM QUALIFICATIONS

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

Experience: Three years of increasingly responsible clerical accounting work that included payroll processing.

Training: Equivalent to an Associate's degree from an accredited college or university in accounting, finance or related field.

**\*\*The successful applicant will be highly organized and have strong attention to detail\*\***

TO VIEW THE JOB DESCRIPTION IN ITS ENTIRETY, PLEASE VISIT [www.novatojobs.org](http://www.novatojobs.org)

### DUTIES

A sample list of duties includes:

- Perform specialized and detailed work involving the review and processing of various financial records, ensuring the accuracy of data.
- Prepare payroll from time reports; prepare, process, and maintain payroll records, and transactions; analyze and reconcile a variety of payroll records; monitor vacation and sick leave usage; audit and process timecards; prepare and submit payroll accounting information for data processing; check payroll batches for errors and reconcile differences.
- Interpret and apply State and Federal laws, collective bargaining agreements, and administrative policies as they relate to payroll and other assigned accounting functions; communicate actively and professionally with Human Resources staff; implement payroll changes from Human Resources.
- Review, calculate, and process payroll adjustments; audit and reconcile payroll register; prepare accounting records and reports such as State and Federal income tax and PERS.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.