



# *City of Palos Verdes Estates*

Invites you to apply for...

## **FINANCIAL SERVICES TECHNICIAN**

### *The Position:*

Under the direction of the Finance Director, the Financial Services Technician performs a variety of routine and complex clerical and administrative work related to the review, preparation, processing, batching, and filing of documents, statistical data, records, invoices, accounts, and reports. The Financial Services Technician will perform a variety of intermediate to advance level bookkeeper work in specialized areas, such as accounts payable, and accounts receivable. Responsibilities specifically involve processing payments against purchase orders; warrant requests from City departments, and direct payments for contract work performed for various City departments; counting, reconciling and depositing daily receipt of cash, checks, and credit cards; overseeing the HdL business licensing online service, and performing related duties and responsibilities as required.

The Financial Service Technician will additionally: review and audit purchasing card transactions and statements; monitor the department petty cash fund; file materials, such as accounts payable invoices, daily balance sheets with receipts, contracts with invoices, monthly reconciliations, and accounting transaction forms, into established filing system. Additionally, create new vendor files; prepare, review, and process all invoices from assigned vendors; process direct payments for contract work performed for various City departments including analyzing contracts; prepare invoices and warrant requests; and related purchase orders; compose and communicate routing correspondence with employees, all city departments, vendors, tenants, customers and other agency officials. Research information, answer questions and resolve problems and discrepancies perform data entry or maintain manual records, as required, balance accounts; prepare and post journal entries and adjust allocated funds to correct accounts; create spreadsheets and databases to monitor contracts and agreements; and implement automation of processes and practices. Prepare statements of services and notices to customers requesting deposits be made to their account; make account changes and tax accruals in the credit card system.

The Financial Services Technician may assist with payroll information, verify payroll reports received to payroll check list, file, distribute materials to appropriate managers, monitor fund accounts, report overages and shortages to supervisor, process payments against the accounts, conduct collection call to notify customers that there is a shortage in their account, receive, open, date stamp, and distribute incoming inter-office and U.S. mail, assist in budget preparation by compiling necessary information manually or by using computer-based records pertaining to budgets, accounts, inventories, assist in other financial operations; and prepare financial information for supervisor.

### *Ideal Candidate:*

The ideal candidate will have excellent analytical; organizational; and customer service skills, as well as possesses a strong, positive "can do" attitude. The candidate should possess hands on experience working within accounts payable/purchase ledger; have excellent verbal and written communication skills; the ability to work under pressure and tight deadlines; able to follow formal procedures; experience of Payables and General Ledger within Pentamation-Finance Plus is ideal; and must have a high level of knowledge in Microsoft Office.

*340 Palos Verdes Drive West, Palos Verdes Estates, Ca 90274*



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### *Education & Experience:*

Any equivalent combination of training and experience that provides the required knowledge, skills and abilities could be considered qualifying. A typical way to obtain the knowledge, skills and ability:

- High school diploma and two (2) years of experience performing general clerical or accounting duties, or an equivalent combination of training and experience.
- Some college and municipal experience is preferred.

### *Compensation & Benefits:*

Palos Verdes Estates provides excellent compensation and benefits. Current monthly base salary range for the Financial Services Technician is \$4,037-\$5,412.

Benefits Package include:

- CalPERS system - Legacy members, 2% @55, and employee pays employee portion & new members, 2% @62, employee/employer share cost.
- City pays up to \$1,429 toward medical, dental, vision (employee-only), plus LTD/STD, AD&D, and EAP
- Several voluntary, deferred compensation plans are also available.
- Leave - Vacation, Holiday, and Sick
- Supplemental Insurance Plans, Credit Union
- Tuition Reimbursement
- Membership in Public Service Employees Association
- Promoted employees will remain in their: *Existing Retirement CalPERS Tier, Health Insurance, and Other Benefits.*

### ***We Welcome Your Application***

Please submit a City application, and cover letter. Please submit all required materials by the review deadline on Friday, February 23, 2018, by 5:00pm. For an application, visit the City website <http://www.pvestates.org>. Faxed or emailed application materials are not accepted. All applicants will be reviewed and only those candidates determined to be most qualified on the basis of experience and education, as submitted, will be invited to participate further in the selection process. Written examination will be conducted. Candidate must successfully complete a pre-employment physical and drug screening.

*Individuals who require accommodation in the application or interview process should contact the Human Resources Department at least 3 days prior to the application deadline or 3 days prior to the interview process so that a reasonable accommodation may be made. All qualified candidates are encouraged to apply; the City of Palos Verdes Estates is an Equal Opportunity Employer.*

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