

RESOLUTION NO. R26-03

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALOS VERDES ESTATES, CALIFORNIA, ESTABLISHING THE CLASSIFICATION AND COMPENSATION OF THE ACCOUNTING TECHNICIAN IN THE PUBLIC SERVICE EMPLOYEES ASSOCIATION EMPLOYEE GROUP IN THE CITY SERVICE;

The City Council of the City of Palos Verdes Estates resolves as follows:

SECTION 1. The City Council authorizes the creation of the Accounting Technician classification, effective February 9, 2026, and authorizes the City Manager to execute any necessary documents to effectuate the placement of the classification in the Public Service Employees Association group.

SECTION 2. The job specifications for this classification are described in the job description attached to this resolution in Exhibit A-1.

SECTION 3. A person holding a position in this classification will be compensated within the following monthly rate range:

\$5,239 - \$7,020

SECTION 4. The City Clerk is directed to certify to the passage and adoption of Resolution No. R26-03 and enter it into the book of original resolutions.

PASSED, APPROVED, AND ADOPTED this 27th day of January 2026.

APPROVED:



MICHAEL KEMPS, Mayor

ATTEST:



TAMEKA, COOK, City Clerk

APPROVED AS TO FORM:



TREVOR RUSIN, City Attorney

CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF PALOS VERDES ESTATES)

I, Tameka Cook, City Clerk for the City of Palos Verdes Estates, California, do hereby certify that the foregoing Resolution **R26-03** was duly and regularly approved and adopted by the City Council of the City of Palos Verdes Estates at its regular meeting of the City Council on the 27th day of January 2026, by the following vote:

AYES: COUNCILMEMBERS: McGowan, Quinn, Lozzi, Lazzaro, and Kemps
NOES: COUNCILMEMBERS: None
ABSENT: COUNCILMEMBERS: None
ABSTAIN: COUNCILMEMBERS: None

ATTEST:



Tameka Cook, City Clerk

RESOLUTION NO. R26-03

EXHIBIT A-1

CITY OF PALOS VERDES ESTATES

JOB DESCRIPTION

JOB TITLE: ACCOUNTING TECHNICIAN

Department: City Support Services/Administrative
FLSA Status: Non-Exempt
Employee Group Designation: Public Service Employees
Salary: \$5,239 to \$7,020 monthly

Definition:

Under supervision of the Finance Director or City Manager designee, performs a variety of specialized, technical, and administrative accounting work related to the preparation, review, analysis, and maintenance of financial and statistical records; assists in the processes of various functions related to accounts payable, payroll, and general ledger activities; and prepares financial reports and returns as needed.

Duties

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Performs clerical accounting work related to the administration of payroll, accounts payable, and general ledger functions in terms of processing, reconciliation, verifying and updating records, and ensuring the accuracy of data.
- Supports the preparation of financial statements, reports, tax forms, and information requests in relation to these functions, which includes mandated reporting to various Federal, State, and Local agencies.
- Posts to the general ledger and its subsidiary accounts through the journal entry, cash receipts, and accounts payable modules of the City's financial management system.
- Provides functional and procedural guidance to various departments for accounting related activities, including accounts payable, payroll, or general ledger issues.
- Provides customer service to employees and vendors by answering questions, furnishing information, and researching issues related to the City's general accounting, accounts payable, and payroll functions.
- Assures the proper maintenance of various ledgers, journals, accounts, and other similar accounting records; verifies, balances, or adjusts accounts as necessary.
- Performs accounts payable services to City departments; opens and sorts incoming or outgoing mail; receives and enters invoices for processing; contacts vendors to resolve issues related to accounts payable.
- Identifies and resolves discrepancies and inconsistencies, determines corrective entries

RESOLUTION NO. R26-03

- required to maintain accounting controls.
- Prepares journal entries in a timely manner for month-end close.
 - Prepares under supervision schedules and reconciliations for various audits, including the annual financial audit, by performing year-end journal and accounts reconciliation, Government Accounting Standard Board (GASB) journals, accruals and deferrals, preparing data, and other related functions.
 - Adheres to and suggests improvements to internal control policies and procedures.
 - Develops customized reports and spreadsheets; provides detailed information to various departments, and requesting agencies as needed.
 - Assists in preparing supporting schedules and reconciliations for the preparation of the Annual Comprehensive Financial Report (ACFR).
 - Assists with routine, ad hoc, and special projects on an as-needed basis.
 - Performs other related duties as assigned.

Qualifications

Any equivalent combination of training, education, and experience, which provides the individual with the required knowledge, skills and abilities to perform the job is qualifying. Examples of ways a candidate can obtain the required experience and education include:

- High school diploma or G.E.D. and three (3) years of experience in the preparation and maintenance of financial records is required.
- Associate's degree may substitute for one (1) years of experience.
- Bachelor's degree may substitute for two (2) years of experience.
- Experience involving the preparation of financial reporting statements, performing general accounting analysis and the completion of related accounting tasks in a local government agency is desirable.

Knowledge, Skills, Abilities and Other Characteristics:

Generally accepted accounting principles (GAAP); Governmental Accounting Standard Board (GASB), Government Finance Officers Association (GFOA), payroll, accounts payable, purchasing, and cash management reporting practices; Federal and State payroll tax codes and filing requirements; internal auditing methods and techniques; local government accounting practices; and bank statement reconciliation procedures.

Organize, prepare, and balance accounting records, financial statements and accounting reports using administrative accounting methods; plan and prioritize tasks to meet work deadlines; communicate effectively, both orally and in writing; establish and maintain effective interactions with staff, management, auditors, contractors, vendors, and other public and private representatives; proofread using correct grammar and punctuations; operate computer hardware and modern office equipment; and use spreadsheets, databases, and specialized accounting software programs.

RESOLUTION NO. R26-03

Licenses, Certificates; Special Requirements:

- Possession of, or ability to obtain, a valid California Driver's license.

Physical Requirements:

Typical office setting with prolong periods of sitting; may require some driving to different locations. General use of standard office equipment, including a computer and computer screen for extended periods of time. Intermittently twist to reach office equipment; bend, squat and kneel when filing; walk and stand when operating office equipment; write or use a keyboard to communicate through written means; effectively communicate with the public; file papers and reports. May lift, load, push, or pull up to 25 pounds. May, from time to time, be exposed to higher stress situations.

The City of Palos Verdes Estates is an Equal Opportunity Employer. This job description includes a list of ADA essential job duties performed by the classification. This job description is reflective of common job duties but does not contain every possible task performed by each individual employee assigned to this classification. Palos Verdes Estates shall provide reasonable accommodations to qualified individuals with disabilities, in compliance with the Americans with Disabilities Act, and encourages both prospective employees and incumbents to discuss potential accommodations with the City Manager or authorized designate.

Approved - Date of adoption of Resolution No. R26-03
Resolution No. R26-03