



Walnut

ALWAYS ELEGANT. ALWAYS FRIENDLY.

ACCOUNTING TECHNICIAN

City of Walnut, California

Salary: \$55,956 - \$71,412 annually.

Audits and adjusts employee timesheets and payroll records; prepares journal entries for tax withholdings and other related payroll transactions. Processes payroll reports and journal entry adjustments, generates paychecks, direct deposit, and other payroll reports. Runs special payroll checks, balances unpaid, accrual earnings, overtime payments, and calculates retroactive payments, as needed. Prepares Federal and State payroll tax reports, including tax deposits, quarterly reports and year-end W-2 and fringe benefit reports. Performs accounts receivable, business license, parking permits, and other administrative functions. Completes cash deposit reports and petty cash, provides counter and phone coverage, and handles department related questions. Provides back-up for accounts payable. Performs related duties as required.

Demonstrate understanding of payroll accounting, accounts receivable, cash reporting, accounts payable and purchasing procedures. Terminology and forms used in accounting, employee salary and benefit schedules and standard office practices and procedures. The ideal candidate will have the ability to perform technical and clerical accounting work, operate computer hardware and use of word processing, spreadsheet software applications and operate standard office equipment. Skills to make arithmetical calculations with speed and accuracy, analyze accounting records, and identify and correct errors. Establish and maintain effective working relationships with employees, vendors, intergovernmental agencies and general public. **EXPERIENCE AND EDUCATION:** Applicants must graduate from High School or GED equivalency. High school/college level accounting course work or equivalent and one year of accounting clerical experience. Accounting experience working in a municipality is highly desired.

Applications can be obtained at the Walnut City Hall located at: 21201 La Puente Rd., Walnut, CA 91789, or at: www.cityofwalnut.org or by telephone at: (909) 348-0703. Applications should be filed at Walnut City Hall, City Clerks Office, 21201 La Puente Rd., Walnut, CA 91789. Applications may be mailed, emailed, or dropped off in person. All applicants must complete an official City of Walnut application form; failure to do so will disqualify an applicant from consideration. All applications and materials must be received no later than the final filing date: July 11, 2022. Faxes will not be accepted and résumés will not be accepted in lieu of official City of Walnut applications.