

ACCOUNTING TECHNICIAN I/II

DEFINITION

To perform beginning to intermediate accounting and administrative work in general ledger maintenance, accounts payable, payroll and general administration within the City Finance Department; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of Finance and/or the Accounting Manager.

EXAMPLES OF ESSENTIAL FUNCTIONS - *Essential functions may include, but are not limited to, the following:*

Prepares and maintains simple to moderate financial or statistical records for assigned area(s) of responsibility.

Researches, compiles and prepares data for studies, reports and recommendations.

Performs technical accounting work in all assigned area(s).

Sets up and maintains journals, ledgers and related documents; prepares journal entries; balances accounts; reconciles bank statements.

Computes and verifies charges, adjustments, collections, special assessments and refunds.

Collects, receipts, records various monies; prepares deposits and fund transfers.

Ensures accounts are maintained in accordance with pertinent laws, regulations, rules, policies, procedures and agreements.

Implements financial controls as required to ensure fiscal accountability.

Assists Director of Finance and/or Accounting Manager with various cash/investment accounting activities.

Prepares periodic and special reports and spreadsheets for the City, state and federal agencies.

May assist with financial records and reports in accordance with grant requirements.

May issue business and other permits.

Assists the Director of Finance with preparation, documentation and production of the budget.

Enters financial, statistical and other data into computer for record-keeping and reporting purposes; may assist in administering specific computer systems, software and related databases; backs up computers.

Communicates with officials and staff of other departments to obtain and relay information.

Obtains and/or prepares information for annual audit purposes.

Completes special projects as assigned.

Receives and responds to inquiries, concerns and complaints regarding department functions and activities; assists customers and provides professional customer service at all times.

Performs general clerical work as required, including but not limited to attending meetings, copying and filing documents, distributing reports and other documents, sending and receiving faxes, answering the telephone, preparing / processing mail, etc.

Cross-trains to perform duties of other accounting technicians as assigned.

Assist in the analysis of revenues received, including evaluating transient occupancy, utility users, property taxes, etc. to determine that they are correctly calculated by taxpayer.

Analyze expenditures and prepare documents as needed.

MINIMUM QUALIFICATIONS

Knowledge of:

Pertinent federal, state and local laws, codes, ordinances and regulations.

City and department policies and procedures.

Governmental accounting principles, practices and mathematics used in various business applications.

Data processing procedures pertaining to financial record-keeping operations.

Financial record-keeping and reporting.

Standard clerical practices and procedures.

Modern office practices and technology, including the use of computers for word and data processing and spreadsheet applications.

Methods and techniques of effective report preparation.

English usage, spelling, grammar and punctuation.

Safe work practices.

Ability to:

Learn, understand and apply pertinent City policies and procedures, and federal, state and local laws, rules and regulations.

Perform complex and/or specialized technical accounting and bookkeeping work in assigned area of responsibility.

Perform duties with considerable independent judgment, speed and accuracy.

Prepare clear and concise financial or statistical statements and reports.

Organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction.

Understand and follow complex oral and written instructions.

Type accurately at speeds necessary for successful job performance.

Use computers effectively for word and data processing.

Perform work effectively despite frequent interruptions and the pressure of deadlines.

Analyze problems that arise in areas of responsibility and make sound recommendations.

Use computer programs for financial / administrative record-keeping and reporting.

Perform mathematical computations with accuracy.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

A combination of the following may be allowed, based on all factors if they meet the minimum requirements.

Experience:

Two years of increasingly responsible clerical and/or technical accounting experience, preferably in a local governmental agency. Background in payroll will be necessary if the position's primary assignment is the City's payroll.

Education:

High school diploma or GED equivalent are required. An AA degree is desirable but not necessary in accounting or a closely related field or additional college level accounting courses.

Experience Necessary for Accounting Technician II classification:

Two years additional experience within the City's finance department or a background in payroll of at least an additional year will be necessary if the position's primary assignment is the City's payroll.

Additional Requirements:

Possession of a valid California driver's license.

Ability to be bonded.

TYPICAL WORKING CONDITIONS

Work typically is performed in a normal office environment.

TYPICAL PHYSICAL REQUIREMENTS

Requires the ability to sit at desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move objects weighing up to 25 pounds; use hands to finger, handle or feel objects, tools, or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.