

**City of San Rafael
Job Class Specification**

Job Title: Accounting Technician

SUMMARY

To perform a variety of technical accounting duties in support of specific functions or programs; to prepare, maintain and process accounting records and financial transactions related to area of assignment; and to prepare and maintain detailed reports and records relevant to assigned functions.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES - Duties may include, but are not limited to, the following:

- Perform a variety of highly technical accounting duties in support of an assigned area of accounting operations and other assigned duties.
- Prepare, compile, tabulate and maintain data, complex documents and highly technical financial, statistical and operational reports, statements and records; enter data calculate, reconcile; create or update records.
- Prepare summary sheets for use of supervisor or auditors in preparing comprehensive financial statements; prepare trial balances; prepare budget documents and perform related research; and, assist in budget administration and mid-cycle adjustments.
- Assist other accounting personnel with a variety of technical accounting duties in the preparation, maintenance and processing of accounting records and financial transactions including accounts payable, accounts receivable, purchasing or other related functions.
- Receive and screen telephone calls from other departments or the public; handle complaints; and, answer questions and provide information to the public using judgment as to those requiring priority attention.
- Perform special projects or studies; participate in committees or teams as assigned.
- Assist in calculating and processing payroll; determine tax deposits, benefit and other deductions and related adjustments; track accruals; and, process direct deposit.
- Ensure that work is handled on a priority basis, organized, and completed in a timely manner; check documents and records for accuracy, completeness and conformance to applicable policies, rules and regulations.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

KNOWLEDGE OF:

- Generally accepted accounting principles; mathematics related to accounting processes; internal controls appropriate to accounting procedures.
- Methods and techniques of compliant processing and administration of area of assignment.
- Methods and techniques of processing documents and systems related to area of assignment.
- Equipment, tools and materials, computer equipment and software used in modern accounting office operations.
- Modern office methods and procedures including methods of electronic storage and transmittal financial of data.

- Techniques and principles of effective interpersonal communication.
- Principles and practices of good customer service.
- Principles and methods of report writing.
- Principles and practices of working safely.
- Pertinent local, State and Federal laws, ordinances, City functions, policies, rules and regulations.

ABILITY TO:

- Organize, plan, schedule and implement administrative and accounting technical operations/activities and related special projects.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; research, identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk and/or stand for long periods of time; intermittently twist to reach office equipment; and write or use a keyboard to communicate through written means; perform simple grasping and fine manipulation; use telephone; run errands; lift or carry weight of 10 pounds or less.
- Intermittently, review documents; observe, identify, analyze and problem solve; understand, interpret and explain department policies and procedures to the public and staff.
- Process data and documents related area of assignment; perform budget and audit assistance functions; research needed information.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned technical responsibilities.
- Accurately and quickly input detailed data; perform mathematic computations; use specialized software, word processing, spreadsheets, databases, and 10 key adding machines.
- Interpret and apply administrative and departmental policies, laws and rules; analyze situations carefully and adopt an appropriate, effective course of action.
- Provide high quality, economical services to the community, placing emphasis on responsive customer service.
- Foster an environment that embraces diversity, integrity, trust and respect.
- Be an integral team player, which involves flexibility, cooperation and communication.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Communicate clearly and concisely, both orally and in writing.
- Maintain a high level of discretion with a wide range of sensitive information and material routinely encountered as part of work assignments.
- Use principles of effective office safety including use of equipment in a proper and safe manner, use of preventative personal ergonomic techniques, and maintenance of safe housekeeping in personal and common workspaces.
- Operate personal computer with proficiency and familiarity.

EDUCATION and/or EXPERIENCE:

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

Experience: Two years of increasingly responsible technical level experience in accounting or finance to demonstrate possession of the required knowledge and abilities. Experience performing fiscal record keeping or accounting work in a government finance environment is desirable.

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

CERTIFICATES, LICENSES, REGISTRATIONS:

May need to possess a valid California driver's license as required by the position.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in inside environmental conditions. The employee frequently works with a video display terminal for prolonged periods.

FLSA Status: Nonexempt
Prepared By: Stacey Peterson
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Revised: