

ACCOUNTING TECHNICIAN

DEFINITION

To perform a variety of complex and technical accounting functions in one or more assigned areas, including payroll, utility billing, accounts payable, accounts receivable, business licenses, and/or cash entries and deposits; to maintain related records; and to provide technical support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the single level technical Accounting Technician class. Incumbents initially perform the more routine duties assigned to positions in this series and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned supervisor.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Perform specialized and detailed technical work in the preparation, reviewing and processing of financial records and other related documents such as payroll, utility billing, accounts payable, accounts receivable, business licenses, and/or cash entries and deposits.

Review various documents and reports related to area of assignment such as payroll, utility billing, accounts payable, accounts receivable, business licenses, and/or cash entries and deposits for accuracy, completeness and compliance with departmental policies, laws and other regulations.

Compile, research, and prepare a variety of periodic and special reports related to area of assignment such as payroll, utility billing, accounts payable, accounts receivable, business licenses, and/or cash entries and deposits.

Maintain records, databases and files relative to area of assignment such as payroll, utility billing, accounts payable, accounts receivable, business licenses, and/or cash entries and deposits.

Calculate and reconcile fees, assessments, invoices and other payments.

Receive and count cash; balance cash drawer.

Review and reconcile bank statements, timesheets, invoices and payments; make correcting adjustments as appropriate.

Process and oversee billing statements; coordinate billing processes with other departments; prepare letters for delinquent accounts.

May perform simple journal entries.

Coordinate and communicate with outside state and federal agencies, and/or outside vendors.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

#### MINIMUM QUALIFICATIONS

##### Knowledge of:

Principles, practices and theories of financial accounting.

Recordkeeping requirements.

Pertinent local, state and federal laws, rules, regulations and requirements.

Methods and techniques of cash handling and reconciliation.

Modern office equipment, including computers and software applications related to assignment.

Business mathematics.

English usage, spelling, grammar and punctuation.

##### Ability to:

Perform complex and specialized technical accounting work related to an assigned areas of City financial functions such as payroll, utility billing, accounts payable, accounts receivable, business licenses, and/or cash entries and deposits.

Intermittently, review and evaluate documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve issues for the public and with staff.

On a continuous basis, sit at desk for long periods of time or stand at public counter; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Maintain detailed and accurate records.

Perform independent research in carrying out administrative and technical duties as assigned.

Perform computational tasks and other technical functions with speed and accuracy.

Compile and reconcile numerical and financial data.

Develop and implement various data collection, reporting and filing systems.

Receive and reconcile cash according to prescribed cash handling procedures.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

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.

### Experience and Training

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 responsible experience in payroll processing, financial accounting, or utility billing.

Training:

Equivalent to an Associate's degree from an accredited college with major course work in finance, accounting or a related field.

License and Certificate

Possession of, or ability to obtain, a valid California driver's license as required by the position.