



## Job Description

<b>Title:</b>	Accounting Technician		<b>Created:</b>	06/2015
<b>Salary Level:</b>	25		<b>FLSA Status:</b>	Non-Exempt
<b>Supervisor:</b>	Supervisor of Accounting Services	<b>Supervises:</b>	None	
<b>Job Family:</b>	None	<b>Bargaining Unit:</b>	Miscellaneous	

### JOB SUMMARY:

Performs a variety of standard to difficult financial, accounting and statistical office support for general accounting and payroll functions. Compiles and/or prepares a variety of financial and analytical reports, complies with generally accepted policies, procedures, and applicable laws. This is an experienced accounting and financial support class, capable of performing standard processing, reconciliation, and reporting activities independently.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs a variety of technical accounting, auditing and fiscal duties following accounting procedures and practices including the preparation and processing of the City's payroll and payroll journal entries, maintaining accounts payable and balancing and reconciling cash for various division accounts.
- Prepares financial statements, schedules, and related statistical and financial reports; daily deposit of revenues, counts cash, runs reports, prepares forms and spreadsheets, and categorizes revenue.
- Maintains a variety of ledgers, registers and journals; audits account claims and monitors corresponding funds.
- Researches background information; analyzes accounting information and solves problems; prepares and maintains a variety of statistical and financial reports.
- Maintains records of employee benefits to include vacation, sick leave, etc; enter data for new hires and related personnel changes when needed.
- Work with all departments on a routine operational basis to carry out all confidential personnel transactions; such as salaries, benefits, promotions, special pays, reclassifications, demotions, suspensions, terminations and other related matters.
- Audits invoices against purchase orders and demands, initiated on a City-wide basis; verify encumbrances, research discrepancies, prepare payment requests, verify account numbers and payee, prepare warrant list for presentation to City Council.
- Research and answer vendor, employee and department questions regarding the status of accounts and payments.
- Maintains accurate accounting, financial, and fixed asset records; prepares periodic or special reports related to assigned areas of responsibility.
- Plans, organizes and prioritizes work assignments; develops, revises and installs work methods and procedures.
- Performs a variety of general office support work such as organizing and maintaining various files, typing correspondence, reports, forms and specialized documents, and proofreading and checking materials for accuracy, completeness, and compliance with departmental policies and regulations.
- Performs related duties as required.

## ***Accounting Technician (Continued)***

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Ability to:**

- Perform a variety of technical, administrative, and complex clerical accounting work to maintain detailed and accurate City payroll records.
- Organize, prioritize and coordinate work activities in a confidential manner.
- Read, interpret and apply rules, policies and procedures.
- Modify and implement automated record applications.
- Create and maintain a variety of financial records and files.
- Accurately tabulate, record and balance assigned transactions.
- Operate 10 key and personal calculator at a speed necessary for successful job performance.
- Communicate clearly and concisely both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Maintain confidentiality of information.
- Work independently with limited direction to meet schedules and timelines,
- Operate personal computer including numeric keypad and adding machine with acceptable speed and accuracy.

#### **Knowledge of:**

- Principles and practices of fiscal record keeping and reporting.
- Principles and techniques of governmental accounting and auditing.
- Payroll-related laws and regulations.
- Preparation and processing of payroll information.
- Standard accounting terminology and methods for preparing, processing, auditing and reconciling difficult fiscal documents.
- Advanced principles of arithmetic (percentages, fractions, and decimals).
- Modern office practices and procedures including computer operations and applications including Windows, Word, and Excel.
- Basic grammar skills to compose business correspondence and report writing.

#### **Education and/or Experience:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is: An Associate degree (A.A.) or equivalent from an accredited college or university with major course work in accounting or related field. Three years of increasingly responsible experience in accounting or bookkeeping, preferably in a government agency.

#### **Language Skills:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups.

## *Accounting Technician (Continued)*

### **Mathematical Skills:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages.

### **Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **Certificates, Licenses, Registrations:**

Valid California driver's license.

## **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 regularly required to talk or hear. The employee frequently is required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 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 may be required to attend evening meetings and travel and occasionally works with a video display terminal for prolonged periods. The noise level in the work environment is usually moderate.