



ACCOUNTING TECHNICIAN

DEFINITION

To perform challenging and moderately technical paraprofessional accounting, finance, purchasing and bookkeeping duties required in the maintenance of fiscal and statistical records, preparation and maintenance of financial statements and documents; to review, verify, reconcile and record financial transactions which require interpretive ability and technical judgement.

DISTINGUISHING CHARACTERISTICS

This is the paraprofessional specialist level in the technical accounting division of Finance. Positions in the classification require general accounting knowledge and technical skill for maintenance of fiscal records and computer based accounting systems.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by management personnel. Responsibilities may include direct and indirect supervision of lower-level paraprofessional personnel.

EXAMPLES OF DUTIES - The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

- Prepare and maintain financial, statistical and accounting records.
- Maintain and reconcile subsidiary ledgers in the accounting software; identify, research and correct errors.
- Review journal entries, requisitions, purchase orders, credit card purchases and claims for accuracy, completeness, fiscal compliance, and proper account classification.
- Monitor contracts, grants and other agreements for fiscal and operating compliance.
- Assist with preparation of documentation required for annual audits, financial statements and budget documents.
- Gather and analyze data used for preparation of complex budgetary allocation of internal service functions.
- Assist with various general accounting functions as needed, including utility billing, accounts payable, accounts receivable and payroll.
- Coordinate accounting activities with City departments/divisions and with outside agencies.

- Compile data for external reporting of financial information, including grants or State agencies.
- Prepare and assist in presentations to City Council, various Commissions and local interest groups.
- Regular, predictable, consistent and timely attendance is an essential function of the position, as employee must be present to work to complete assigned tasks.
- Work cooperatively with others, including other City departments/divisions and the public.
- Other duties as assigned.

QUALIFICATIONS

Knowledge of:

- General and governmental accounting theory, principles, practices and application to accounting transactions.
- Computer applications including spreadsheets and word processing.
- Financial record keeping and bookkeeping practices and techniques.
- Principles and practices of auditing financial documents.
- Methods of compiling, computing and presenting basic statistical information.
- Basic budgetary practices.

Ability to:

- Balance multiple projects and deadlines easily and independently.
- Identify problems and issues and reason through them logically.
- Interpret and analyze financial data.
- Review, post, balance and reconcile financial records.
- Understand the risks and potential liabilities involved in matters of noncompliance.
- Provide training to other City staff in areas of specialty.
- Establish and maintain effective work relationships with those contacted in the performance of job duties.

Education and Experience

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

Education:

Equivalent to a High School diploma supplemented with additional college level coursework in bookkeeping or accounting.

Experience:

Three (3) years of increasingly responsible experience related to the preparation and maintenance of financial and accounting records, general accounting and bookkeeping which includes experience using automated information systems.

License or Certificate

- Requires possession of a valid California driver's license, upon hire.

ADA COMPLIANCE

Physical Ability: Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, climbing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Light Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 25 pounds of force constantly to move objects.

Other Requirements:

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people.

Environmental Factors: May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, intense noises, and environmental dangers.