

ACCOUNTING TECHNICIAN

DEFINITION

Under direction, performs technical and entry level professional accounting work involving the maintenance of accounting systems; performs related duties as required.

REPRESENTATIVE DUTIES

The duties listed below are examples of the work typically performed by the employee of this class. Not all assigned duties may be listed. Marginal duties are those which are non-essential job function for this class

1. Prepares and coordinates City payroll; reviews, codes and enters time sheet information; prints checks, distributes checks and runs payroll reports; prepares quarterly tax reports and annual payroll reports; assists employees with all payroll related questions.
2. Processes purchase orders and invoices for payment; processes 1099's; maintains records of utility payments.
3. Prepares and posts journal entries; balances general ledger accounts.
4. Prepares recurring and special monthly, quarterly and annual reports; responds to requests that involves researching technical data.
5. May be assigned to lead the work of clerical employees engaged in accounting activity or assist in more complex operations.
6. Provides temporary and vacation relief in similar occupational fields as necessary.

EMPLOYMENT STANDARDS

Education and/or Experience

Three years of increasingly responsible clerical accounting experience that requires knowledge of bookkeeping principles or any combination of training and experience that provides the desired knowledge and abilities.

Knowledge of:

Basic accounting principles and practice; clerical accounting practices, record keeping, and automated accounting applications; modern office practices and machine operation; municipal accounting system procedures.

Ability to:

Interpret the principles, regulations and procedures involved in accounting functions; maintain financial and statistical records; work independently; organize work to meet deadlines; detect errors in coding, arithmetic, and record processing; make arithmetic calculations; reconcile differences in the record keeping system; understand the relationship among accounting records and documents; analyze and resolve technical accounting problems; prepare financial reports; establish and maintain effective working relationships with superiors, peers, subordinates and the general public; lead the work of others; operate a computer terminal.

Special Requirements

Possession of or ability to obtain and maintain a valid California Driver's License.

Physical Demands

Strength, dexterity, coordination and vision to use keyboard and video display terminal for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of object weighing up to 25 lbs., such as, files stacks of paper, reference and other materials. Moving from place to place within an office; some reaching for items above and below desk level.

WORKING CONDITIONS

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise. Video terminal is used on a daily basis. Periodic contact with angry and upset individuals.

Date Adopted: August 6, 1996