

ACCOUNTING TECHNICIAN

DEFINITION

To perform a variety of complex and technical financial accounting duties; to interpret, apply and explain pertinent policies, regulations, and rules; 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 class 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 the Finance Supervisor.

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

Perform specialized technical work in the preparation, review, calculation, input and processing of financial, accounting and/or payroll records and other related documents.

Create and review various documents and reports related to area of assignment for accuracy, completeness, and compliance with departmental policies, laws and other regulations.

Compile, research, and prepare a variety of periodic and special financial, accounting, payroll, and perquisite reports, including federal and state wage and tax filings, related to area of assignment.

Provide information to City employees and others that require the use of judgment and the interpretation of policies, laws, rules, and procedures related to area of assignment.

Monitor, review, and reconcile a variety of accounts; calculate, reconcile and process various payments, including employee payroll, benefits and deductions.

Organize and maintain various files.

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:

Theories, principles, and practices of financial accounting.

Recordkeeping requirements related to area of assignment.

Basic business data processing principles and applications.

Modern office practices and procedures, including computer equipment and software applications related to assignment.

Business mathematics.

English usage, spelling, grammar, and punctuation.

Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Ability to:

Perform complex and specialized technical financial work related to the preparation, processing and maintenance of City accounting and/or payroll projects.

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.

Reconcile, analyze, interpret, prepare, post, and verify various financial transactions and data.

Compile and reconcile numerical and financial data.

Make arithmetical calculations, postings, and comparisons rapidly and accurately.

Maintain detailed and accurate records.

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

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 involving the preparation and processing of payroll or financial accounting and related documents.

Training:

Course work in accounting, book keeping, computer applications or a field related to the work.

License and Certificate

Possession of, or ability to obtain, a valid California driver's license.

Established February 2019

Revised August 2024

FLSA: Non-Exempt