

ACCOUNTING TECHNICIAN

DEFINITION

Performs a wide variety of subprofessional technical and complex clerical accounting work; performs related and other work as required.

WORKING CONDITIONS

Work is generally performed in an office setting. Pressures may be generated by deadlines, frequent interruptions, and volume of work.

PHYSICAL CHARACTERISTICS

Work may involve prolonged sitting, as well as moderate lifting, carrying, reaching, stooping, pulling and pushing activities; manual dexterity; clear speech; and visual and hearing acuity.

DISTINGUISHING CHARACTERISTICS

An Accounting Technician assists professional levels by performing duties which require an understanding of the principles of accounting and the ability to apply them in various situations. The work is distinguished from that performed by Account Clerks in that it involves more varied assignments, affords more latitude, and requires greater understanding of consequences of actions taken.

EXAMPLE OF ESSENTIAL DUTIES

1. Monitors a variety of accounts involving posting general and subsidiary ledgers and journals according to established accounting practices.
2. Assists with the maintenance and reconciliation of journals and ledgers; performing trial balances of debits and credits, comparing account balances, and determining entries necessary to accomplish corrections.
3. Examines and analyzes a wide variety of documents and accounting data.
4. Verifies accuracy and completeness, and identifies problems or significant changes in account balances.
5. Compiles financial data and assists with the preparation of a wide variety of statistical and financial statements and reports.

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6. Assists in the compilation of the City budget and in the development of revenue and expenditure projections.
7. Participates in payroll related functions such as analysis and reconciliation of accounting records and preparation of worksheets for monthly reports.
8. Analyzes and develops forms and procedures in work simplification, computer application, and methods of improvement related to the accounting function.
9. Provides information and interpretation to various City departments, payees and employees regarding policies, procedures, rules and regulations.
10. Performs special projects dealing with accounting and budgeting activities.
11. May provide technical lead direction and training to accounting or clerical personnel.
12. Makes every reasonable effort to continually improve the manner in which the job is performed and increase the quality of service to the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

Accounting cycle and associated record keeping principles and procedures

Modern office methods, practices and procedures, including automated office systems

Basic familiarity with the general ledger, cost accounting, and budgeting principles and practices

Ability to:

Prepare and maintain accurate and complete records

Perform difficult, complex, and interrelated account entry and record keeping work

Analyze financial records and identify problems

Understand, interpret and apply principles, policies, and laws related to governmental accounting

Perform mathematical and statistical calculations with speed and accuracy

Operate a variety of office machines including a computer terminal and calculator

Plan, organize and meet deadlines in a timely fashion

Communicate effectively orally and in writing

Establish and maintain cooperative and effective relationships with those contacted in the course of work

Education and Experience:

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Completion of college level courses in accounting, municipal finance, or a closely related field

Experience: Two years of increasingly responsible accounting and financial record keeping experience

License, Certificate and/or Other Requirements:

Selected positions require possession of a valid California driver's license and a satisfactory driving record as a condition of initial and continued employment.