

## ACCOUNTING TECHNICIAN

### DEFINITION

Under general supervision, performs complex, difficult, and technical full charge bookkeeping and collections work; performs other work as required.

### CLASSIC CHARACTERISTICS

The Accounting Technician is responsible for complex, difficult, and technical full charge bookkeeping work, including maintenance of city accounts payable records and payments; maintenance of departmental accounts payable and receivable; and collecting and recording monies received from a variety of sources.

### EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Provides full charge bookkeeping services including maintenance of city-wide or departmental accounts receivable and payable.
- Collects and records monies received from business license fees and fines, building, planning and police department fees, and miscellaneous payments, as needed.
- Reviews and verifies purchase orders for accuracy and processes and prepares appropriate warrants.
- Works closely with Town vendors to answer questions and reconcile vendor billing.
- Processes and prepares warrants for accounts payable after assuring that payment is due and correct amount is shown on invoice.
- Reviews and verifies accuracy of monies presented for payment.
- Maintains copies of expenditure records including purchase orders, warrants and books for historical and audit purposes.
- Reconciles books and source documents to assure posting accuracy.
- Uses accounting software to check and post cash receipt transactions to the general ledger.
- Prepares and processes Town invoices/billing as required.
- Prepares reports, correspondence and summaries.
- Operates cash register.
- Types and files a variety of reports and correspondence.
- Greets the public and assists with Accounting, Personnel and general Town business questions.
- Acts as a back-up to the Town's Office Specialist who runs the contract post office station

## **KNOWLEDGE AND ABILITIES**

### **Knowledge of:**

- Modern principles, practices, and methods of public and governmental accounting and financing, including budgeting, payroll processing, and auditing and their application to municipal operations.
- General principles and practices of data processing and its applicability to accounting and municipal operations.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to municipal financial operations.
- Principles and practices of business organization and public administration.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.

### **Ability to:**

- Analyze financial data and draw sound conclusions.
- Prepare clear, complete, and concise financial statements and reports.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Understand and carry out a variety of complex instructions in a responsible and independent manner.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

## **EDUCATION AND EXPERIENCE:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent of 2 years of college with a minimum of 6 units in accounting or at least 2 years relevant experience in municipal fund accounting and reporting. A College degree is desirable.

## **Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.