

## ACCOUNTING TECHNICIAN

### DEFINITION

Provides responsible accounting, revenue billing and collection, accounts payable/receivable, payroll, statistical and other financial, fiscal and/or budgetary office support; processes, records, reviews and reconciles a variety of financial transactions; performs related work as assigned.

### SUPERVISION RECEIVED AND EXERCISED

This classification receives general supervision from the Finance Director. Incumbents must be able to work independently in a productive and efficient manner without direct supervision, but within procedural guidelines, on a daily basis. No direct supervision is provided.

### CLASS CHARACTERISTICS

This financial support class may function independently or may be a member of an accounting office support team. Responsibilities include independently performing work in one or more areas such as: accounts receivable, accounts payable, billing, business licensing and/or statistical record preparation in addition to providing a variety of vendor, service provider or employee assistance, record keeping, reconciliation and report preparation activities. Responsibilities regularly include the use of one or more automated systems, although some manual processing may be required. The work is normally performed independently under federal, state and local regulations and City policies and procedures, although supervision is available in unusual situations. This class is distinguished from Accounting Specialist in that the latter performs the more complex and technical accounting office support work and payroll preparation for the City.

### EXAMPLES OF DUTIES (Illustrative Only)

- Performs responsible accounting, payroll, financial and/or budgetary document processing, document review and program support work within specified programmatic and procedural guidelines.
- Receives mail and direct payments from the public, funds from other agencies, departments and units; balances monies received and prepares receipts and bank deposits.
- Logs, distributes and maintains purchase orders.
- Processes petty cash reimbursements to employees.
- Processes accounts payable; assigns purchase numbers; reviews invoices and receiving reports for accuracy and appropriate authorization; ensures that funds are budgeted and available and prepares documentation required for payment.
- Maintains and tracks sick leave and vacation accruals for City employees.
- Receives, logs and routes business licenses to proper departments.
- Enters a variety of information into one or multiple automated financial, accounting, income tracking and statistical reporting systems; produces and distributes a variety of periodic and specialized reports, following established formats; may develop special reports as required.

- Receives and balances receipts; allocates revenue to proper cost accounts; posts revenue; prepares deposits and journal entries.
- Provides factual information to the public, vendors, City staff and others, which requires the explanation of policies, rules and/or procedures; assists specific program clients in completing forms, making appointments and understanding program procedures.
- Performs reconciliations for deposits, receipts, invoices and various monies received by the City.
- Uses a variety of standard office equipment, including a computer and various financial, spreadsheet and word processing software.
- Performs a variety of word processing, mail processing, record keeping and other general office work in support of departmental activities.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Terminology and practices of financial and accounting document processing and record keeping.
- Procedures, terminology and forms related to the functional area to which assigned, including third-party billing.
- Computer applications related to the work, including word processing and spreadsheet applications.
- Standard office practices and procedures, the operation of standard office equipment.
- Basic budgetary and public agency financial record keeping principles and terminology.
- Business arithmetic, fractions, decimals and percentages.
- Techniques for effectively dealing with City employees, the public and others, in person and over the telephone.

#### **Skill in:**

- Performing responsible accounting, financial, billing, statistical and/or budgetary support work.
- Preparing a variety of standard financial, payroll, accounting and statistical reports, journals and ledgers, utilizing departmental-specific computer and network applications.
- Reviewing and reconciling financial, accounting and budgetary documents and records.
- Understanding and explaining standard accounting, financial, departmental and City policies, procedures and transactions.
- Making accurate arithmetic and statistical calculations.
- Preparing accurate and timely billings and reports.
- Using sound, independent judgment with established procedural guidelines.
- Meeting critical deadlines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

**Education and Experience:**

Equivalent to graduation from high school supplemented by course work in accounting, book keeping, computer applications or a field related to the work and two years of accounting or financial office support experience.

**Working Conditions:**

Works predominantly inside. May work occasional overtime as required. May travel to sites out of the City.

**Physical Demands:**

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer; strength and stamina to lift and carry 20 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.