



Department:	Finance
Bargaining Unit:	SEIU
Salary Range:	E19/E29
Last Revision:	August 1999

ACCOUNTING TECHNICIAN I ACCOUNTING TECHNICIAN II

DEFINITION

Under supervision (Accounting Technician I) or general supervision (Accounting Technician II), to perform a variety of technical and clerical accounting duties involving financial record keeping and transactions and maintaining the general ledger and related accounts; to assume responsibility for a set of financial records including accounts payable, payroll, investments, and utility billing; and to provide technical and clerical staff assistance to the Finance Department and City staff.

DISTINGUISHING CHARACTERISTICS

Accounting Technician I: This is the entry level in the Accounting Technician class series. Positions at this level usually perform most of the duties required of the positions at the Accounting Technician II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits and established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this is the entry level class, employees may have only limited or no directly related work experience.

Accounting Technician II: This is the full journey level in the Accounting Technician class series. Positions at this level are distinguished from the Accounting Technician I level by the performance of the full range of duties as assigned, working independently and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and positions at the Accounting Technician II level are normally filled by advancement from the Accounting Technician I level. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the Accounting Technician II level.

SUPERVISION EXERCISED

Accounting Technician I

Exercises no supervision

Accounting Technician II

May exercise technical and functional supervision over less experienced technical and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Maintain and reconcile a variety of ledgers, reports, and accounting records; examine and correct accounting transactions to ensure accuracy; prepare journal vouchers to adjust and correct errors in accounting records; participate in the preparation and recording of journal entries with appropriate supporting information.

Monitor and balance various accounts verifying availability of funds and classification of expenditures; research and analyze transactions to resolve problems.

Prepare and analyze a variety of routine fiscal statements, reports, and schedules utilizing data in accordance with specified reporting formats and accounting principles; prepare new year, mid year, and year end reports.

Assist departments and employees by providing fiscal information, explaining procedures, and answering questions; provide technical information and instruction regarding applicable procedures and methods to other staff; participate in the training of various departments in the use of computer accounting programs.

Assist in providing services at the public counter; greet the public at the service counter; answer the telephone, take messages, transfer calls, and provide information regarding services and procedures; answer questions and give authoritative information related to records maintained within the assigned area; receive and process applications for services; issue licenses.

Establish and maintain complete files and records related to assigned functions; participate in the maintenance of various computer files and records; input and retrieve a variety of fiscal and statistical information using a computer terminal.

Receive, code, post, and monitor accounts receivable records; process incoming checks.

Open and close utility billing accounts; provide technical direction to clerical staff in entering and processing bills; update and verify accuracy of utility accounts for billing; print bills, registers, and delinquent notices; verify delinquent notices; prepare list of accounts for service turn-off; prepare correspondence to customers and notify property owners of unpaid tenant water bills.

Receive, review, and audit payroll records and time cards ensuring compliance with policies, procedures, and regulations; review, verify, process, and calculate payroll data; process and calculate a variety of payroll actions including wage garnishments, benefits withholding, and overtime hours; perform payroll data entry including payroll changes such as new hires, salary schedule changes, retirements, and termination; assist in the distribution of payroll checks; prepare and balance payroll reports.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Prepare payroll and all related payroll reports including tax deposits, quarterly reports, and W-2's; balance and prepare payroll taxes for Federal and State quarterly and annual returns.

Process accounts payable documents on a timely basis; evaluate and check invoices against purchase orders to ascertain relative charges; analyze and assign correct account classification and vendor codes; compute extensions and prepare invoices for payment; prepare warrants; file checks; mail checks to payees.

Open and sort utility bill payments; check amounts against payment stubs and enter data; balance and process payments.

Serve as cashier; receive cash by mail, in person, or electronic transfer for payment of services, fees, permits, and deposits; record and issue receipts; post and reconcile receipts to specified accounts; count monies, wrap coins, and record checks for bank deposits; prepare and balance deposits.

Gather, sort, assemble, post, tabulate, balance, check, and file financial and statistical data; maintain financial records and process documents involved in financial transactions; input data into computer system; assist in generating financial and statistical reports; edit computer printouts and enter corrections; separate and distribute reports.

Perform a variety of general clerical duties including answering phones, typing, sorting, and distributing mail, maintaining files and records, and maintaining supplies.

Reconcile bank account balances.

Open and close investment accounts; monitor and report interest due and received.

Maintain accruals on leave balances; maintain records for deferred compensation and PERS balances.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Accounting Technician I

Knowledge of:

Basic principles, practices, and procedures of financial records keeping and reporting.

Basic bookkeeping principles.

Knowledge of:

Modern office practices, methods, and computer equipment.

Principles and practices used in dealing with the public.

Basic mathematical principles.

Alphabetical, numerical, and subject matter filing systems.

Skill to:

Operate modern office equipment including computer equipment.

Type and enter data at a speed necessary for successful job performance.

Ability to:

Learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Accurately tabulate, record, and balance assigned transactions.

Understand the organization and operation of the assigned department and the city necessary to assume assigned responsibilities.

Perform general clerical accounting work including maintaining appropriate files and compiling information for reports.

Work under supervision within a well-defined framework of standard policies and procedures.

Meet and deal tactfully and effectively with the public.

Respond to questions from the public and City personnel regarding policies and procedures for assigned area.

Perform mathematical computations quickly and accurately.

Perform comparisons of data quickly and accurately.

Plan and organize work to meet schedules and deadlines.

Prepare and maintain accurate and complete basic financial and statistical records and identify and reconcile errors.

Understand and follow oral and written instructions.

Ability to:

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines

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

Experience:

Two (2) years of general clerical experience preferably including some statistical or financial records keeping.

Training:

Equivalent to the completion of the twelfth grade.

Special Requirements

Essential duties require the following physical skills and work environment:

Ability to work in standard office environment.

Accounting Technician II

In addition to the qualifications for Accounting Technician I:

Knowledge of:

Generally accepted technical accounting and bookkeeping principles and procedures and their application to general accounting transactions.

Automated financial management systems related to assigned functions.

Methods, practices, and procedures used in payroll, accounts receivable, accounts payable and financial records keeping and reporting.

Ability to:

Apply accounting principles to the maintenance of general governmental financial and accounting transactions and audit of financial records.

Ability to:

Understand the organization and operation of the assigned department and the City necessary to assume assigned responsibilities.

Prepare, examine, and verify routine financial documents, statements, reports, and analyses.

Perform the full range of technical accounting work including establishing and maintaining general financial records and identifying and reconciling errors.

Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

Experience and Training Guidelines:

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

Experience:

Two (2) years of technical accounting and bookkeeping experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training or college level course work in accounting.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Effective Date: April, 1995