

**CLASS SPECIFICATION
Accounting Technician**

GENERAL PURPOSE

Under general supervision, performs highly responsible accounting support duties in maintaining and reconciling subsidiary and general ledger accounts and in preparing and processing accounting and financial records; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Accounting Technicians perform complex and highly responsible duties in the preparation, administration and maintenance of accounts payable, business license and other accounting transactions and records, ensuring that these functions are carried out in an accurate, timely manner in accordance with legal requirements and sound financial management principles and practices.

Accounting Technician is distinguished from Senior Accounting Technician in that employees in the latter class perform duties requiring a more detailed understanding of the operations of the City's financial accounting system and experience in classifying and preparing accounting transactions based on a basic understanding of accepted accounting practices.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Reviews and processes payments of vendor invoices and other accounts payable check requests for professional and other services in accordance with City policies and procedures; verifies required approvals and use of correct account numbers; advises departments on errors in codes or payment methods; creates payment batches and enters account and payment data; generates and prints checks; posts payments to the general ledger; disburses checks to payees; reviews and processes release of contract retentions in accordance with established procedures.
2. Reconciles a variety of subsidiary and general ledger accounts; obtains data and prepares spreadsheets for assigned accounts; researches and reconciles variances; makes appropriate adjusting entries to resolve out-of-balance conditions; exports or downloads data and generates periodic reports; works with other departments to resolve discrepancies.
3. Processes and data enters business license applications and renewals; verifies the accuracy of business license fees paid; participates in administering the business license program, including requesting and tracking required background checks; provides assistance in setting up new businesses in the City; answers questions and interprets legal requirements for the business license program and a variety of other ordinances; prepares bank deposits for armored car pickup and generates cash reports.

OTHER DUTIES

1. Maintains required files and records; researches transaction history to verify journal entries, accruals and audit questions.
2. Performs user testing of system updates.
3. May oversee the work of temporary employees assigned to work area.

QUALIFICATIONS

Knowledge of:

1. City rules, procedures and practices governing cash receipting, purchasing, accounts payable processing and related financial transactions.
2. The City's Chart of Accounts and general revenue sources.
3. Practices and procedures of governmental budgeting and accounting.
4. Methods, practices, documents and terminology used in processing accounting transactions and in financial recordkeeping.
5. Fundamental accounting and internal control practices and procedures.
6. The City's financial accounting system and associated practices and procedures for processing accounting information and interpreting input and output data.
7. Standard office practices and procedures.
8. Principles and practices of sound business communication.

Ability to:

1. Operate a computer using spreadsheet and other standard business software; operate other standard office equipment.
2. Organize, set priorities and exercise sound judgment within established guidelines.
3. Interpret, apply and reach sound decisions in accordance with City rules, policies and department procedures.
4. Make calculations and tabulations and review fiscal and related documents and information accurately and rapidly.
5. Understand and carry out written and oral instructions.
6. Learn and apply new information.
7. Prepare clear and accurate financial records and reports.
8. Establish and maintain effective working relationships with supervisors, staff of other departments, customers, the public and others encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is an Associate's degree in bookkeeping or accounting or a closely related field; and at least three years of progressively responsible experience in performing financial or statistical recordkeeping; or an equivalent combination of training and experience. Experience in a public agency is especially desirable.

Licenses; Certificates; Special Requirements:

None.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate computers and other standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and lift up to 10 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data; use math and mathematical reasoning; analyze and solve problems; learn and apply new information and skills; perform highly detailed work on multiple, concurrent tasks; and interact with City staff, customers, the public and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet.