

ACCOUNTING TECHNICIAN

DEFINITION

To perform technical duties related to a variety of financial and accounting transactions including banking and investment functions for the City; to set up and maintain a variety of fiscal records and perform other general office support duties as assigned; and to provide technical support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the single level technical Accounting Technician class. Incumbents initially perform the more routine duties assigned to positions in this class and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned supervisor.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Perform technical duties related to a variety of financial and accounting transactions including daily banking functions multiple bank accounts for the City; download, review and record daily banking activity; resolve discrepancies; prepare reconciliations for bank accounts; monitor sufficient funds to assure City expenditures.

Prepare cash and check reconciliations; prepare debt service payments; update forms to add or remove bank account signers; prepare and process wire transfers as needed.

Record, monitor and report investment activity; assist with year-end audit reconciliations and processes as assigned.

Process receipts and special fees, taxes and billings including to manage and collect Transient Occupancy Tax; prepare the annual Fire Department billings for hazardous materials and fire inspections; monitor and record airport fuel activity sales and prepare commission payments and reports and others as assigned.

Set up and maintain a variety of fiscal records and issue reports; record fixed assets and related duties as assigned.

Make updates to the Finance department City website; assist other staff with the cashiering functions and software; perform other general office support duties as assigned

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Procedures and practices of financial, banking and accounting transactions and record keeping.

Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

#### Ability to:

Perform technical duties related to a variety of financial and accounting transactions including banking and investment functions for the City; record banking activity; monitor and prepare reconciliations for bank accounts.

Intermittently, review and evaluate documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve issues for the public and with staff.

On a continuous basis, sit at desk for long periods of time or stand at public counter; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Prepare and process cash reconciliations and wire transfers and related functions.

Record and monitor investment activity; assist with year-end audit reconciliations and processes.

Process receipts and special fees, taxes and billings.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

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

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

### Experience and Training

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

#### Experience:

Two years of responsible technical accounting and financial experience.

#### Training:

Equivalent to an Associate's degree from an accredited college with major course work in accounting, finance or a related field.

### License and Certificate

Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.