

ACCOUNTING TECHNICIAN

DEFINITION

Under general supervision, to perform a variety of the most complex, technical, and specialized account and statistical record keeping work in connection with the development, maintenance, and processing of City fiscal and statistical records; to have specialized responsibility for business license, billings, the general ledger, receivables, payables, or collections; to provide customer service; to perform general office support assignments; and to do related work as required. Serves as Disaster Service Worker. FLSA Status: Non-exempt.

DISTINGUISHING CHARACTERISTICS

This is a specialized, technical classification for performance of the most complex advanced financial and statistical record keeping and support work. Incumbents have day-to-day responsibility for a specific area of the fiscal record keeping system such as payroll and benefits, payables, receivables, the general ledger, or collections.

REPORTS TO

Finance Director.

CLASSIFICATIONS SUPERVISED

This is not a supervisory class.

ESSENTIAL FUNCTIONS

Performs a variety of complex technical assignments in the development and maintenance of financial and statistical records; exercises day-to-day responsibility for a specific area of the fiscal record keeping system such as the general ledger, payables, receivables, or collections; process employee health benefits including accounts payable and general reporting; may troubleshoot computer systems problems and upgrades; may analyze delinquent accounts to determine if special collection efforts are needed and carry out collection procedures; prepares and maintains fleet management billing; maintains and updates the general ledger; processes warrants, bills, and other documents involved with financial record keeping; posts information to expenditure records; verifies purchase orders; assists with the maintenance of work and time records; receives applications and processes business licenses; maintains records of receipts; balances cash received and prepares deposits; assists with the maintenance of subsidiary ledgers; assists with the development of financial and statistical reports; assists with the compilation of budget information; operates computerized financial information systems and on-line computer systems used in the City; may work with spreadsheets and word processing programs; performs a variety of general office

assistance assignments; answers the telephone and receives customers at a public counter providing a variety of information about billings, licenses, policies, and services; maintains journals and ledgers of financial transactions; prepares and tracks purchase orders; balances accounts; reconciles cash; assists in gathering information for budget preparation; prepares various financial and statistical reports and statements; posts and balances ledgers; plans and participates in a variety of municipal accounting operations including accounts payable, accounts receivable, and insurance programs; performs grant accounting work related to federal, state, and county grant funds; supervises subordinate staff; maintains complete project records for audit purposes; and prepares monthly miscellaneous billing statements.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; continuous contact with other staff and the public.

MINIMUM QUALIFICATIONS**Knowledge of:**

- Principles and practices of bookkeeping and generally accepted accounting practices.
- Principles and practices of computerized financial systems.
- Practices, procedures, and policies of the City Administrative Services Department.
- Good public relations techniques.
- Maintenance of files and information retrieval systems.
- In-depth knowledge of assigned areas of the City's financial record keeping system.
- Modern office methods and procedures.

Ability to:

- Plan, organize, and direct a variety of accounting functions.
- Examine and verify financial documents and reports.
- Operate a variety of office machines including ten-key calculator and computer equipment.
- Interpret appropriate rules, regulations, and contracts.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the

- course of work.
- Supervise effectively.
- Perform a variety of the more complex, technical financial and statistical record keeping work.
- Effectively exercise day-to-day responsibility for assigned specialized areas of the City's financial record keeping system.
- Follow oral and written directions.
- Read and understand codes, statutes, and information related to financial and statistical record keeping work.
- Gather and organize data and information.
- Make mathematical calculations quickly and accurately.
- Work with computerized financial information systems and use a computer for financial and statistical record keeping work.
- Deal tactfully and courteously with the public and other staff when explaining the functions and policies of the work area where assigned.
- Establish and maintain cooperative working relationships.

Training and Experience:

- Four (4) years of increasingly responsible work experience in performing fiscal support work and accounting; or
- Three (3) years of increasingly responsible work experience as a Senior Account Clerk with the City of Atwater.
- One (1) year of supervisory experience.

SPECIAL REQUIREMENTS

- None.

Education:

- Graduation from an accredited community or junior college with an AA degree with course work in accounting, finance, business administration, or a related field.

License:

- Possession of a valid California driver's license.

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