

## **ACCOUNTING TECHNICIAN**

### **DEFINITION**

Under general supervision, to perform a wide variety of complex, technical, and specialized fiscal, accounting and statistical record keeping work in connection with the development, maintenance, and processing of City fiscal, accounting and statistical records; to have specialized responsibility which may include, but is not limited to: business license, billings, the general ledger, receivables, payables, utility billing or collections, and any functional area of the Finance Department; 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 a wide variety of highly responsible and advanced level clerical accounting work that includes complex and 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, payables, receivables, the general ledger, or collections.

### **REPORTS TO**

Finance Operations Manager, Finance Director, or as assigned.

### **CLASSIFICATIONS SUPERVISED**

This is not a supervisory class.

### **ESSENTIAL FUNCTIONS**

Duties may include, but are not limited to the following:

- Reliable and dependable attendance and punctuality.
- 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.
- May troubleshoot computer systems problems and upgrades.
- Analyzes delinquent accounts to determine if special collection efforts are needed and carry out collection procedures. Maintains and updates the general ledger.
- Processes warrants, bills, and other documents involved with financial record keeping. Posts information to expenditure records.
- Verifies purchase requisitions and issues purchase orders.
- Maintains records of receipts.
- Balances cash received and prepares deposits.
- Assists with the development and maintenance of financial and statistical reports.
- Assists with the compilation and maintenance of budget information.
- Operates computerized financial information systems and on-line computer systems used in the City.

- Works with spreadsheets and word processing programs.
- Performs a variety of general office 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 and assists Account Clerks with reconciliation of cash receipts when needed.
- 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 receivables.
- Prepares monthly miscellaneous billing statements and reviews and tracks for aging purposes and collections.
- Maintains complete project records for audit purposes; and prepares monthly miscellaneous billing statements and follows up and tracks for aging purposes.
- Perform related duties as assigned.

**Knowledge of:**

- Principles and practices of bookkeeping and Generally Accepted Accounting Practices (GAAP) and fund accounting.
- Principles and practices of computerized financial systems.
- Practices, procedures, and policies of the City.
- Good public relations techniques.
- Importance of internal controls in a municipal finance department.
- 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 administer 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.
- Perform a variety of complex, technical financial and statistical record keeping work.
- Assist with the development of department internal controls and ensure adherence and compliance to the internal controls.
- 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, purchasing policies and procedures, 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.
- Work independently and also collaboratively as part of a team.
- Understand a chart of accounts, general ledger and fund accounting and ensure the City's financial transactions are recorded properly.

**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, scanner, and FAX.

**TYPICAL WORKING CONDITIONS**

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

**MINIMUM QUALIFICATIONS****Training and Experience:**

Any combination of education and experience that would likely provide the required knowledge and abilities may be considered. A typical way to obtain the knowledge and abilities would be:

- Three (3) years of increasingly responsible technical financial work, bookkeeping, or accounting work experience, OR
- Two (2) years of increasingly responsible work experience as an Account Clerk I/II with the City of Atwater or another governmental organization.

**Education:**

- Equivalent to the completion of the twelfth grade.

**DESIRED QUALIFICATIONS**

- College level course work in the area of accounting, finance, business administration, or a related field.

**License:**

- Possession of a valid California driver's license.

**SPECIAL REQUIREMENTS**

- None.

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Rev. 04-22-24