

ACCOUNTING TECHNICIAN 1 & 11

DEFINITION

Under direct (Accounting Technician I) or general (Accounting Technician II) supervision, performs a variety of administrative and technical accounting and customer service duties including those in support of the City's utility service and billing functions; prepares, maintain and process accounting records and financial transactions; provides administrative support to management and departmental staff; provides information and assistance to the public and City staff related to accounting programs as well as general City projects and services; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Accounting Technician I - This is the entry level class in the Accounting Technician series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. 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 an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Accounting Technician II - This is the journey level class in the Accounting Technician 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 the Accounting Technician class series are flexibly staffed; positions at the Accounting Technician II level are normally filled by advancement from the Accounting Technician I level; progression to the Accounting Technician II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Accounting Technician II level.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

When performing all assignments:

- Performs a variety of clerical technical accounting and customer service duties related to accounts receivable, accounts payable, utility billing, business licensing, and/or department specific technical account duties, including posting, balancing, adjusting, and maintaining manual and computerized account and financial records according to established policies and procedures.

- Performs general office support duties such as opening and routing mail and deliveries; prepares correspondence; distributes various written materials; orders and keeps inventory of office supplies.
- Assists customers, departments, and employees by providing answers and information regarding specific account information, discrepancies, general accounting procedures, and/or department specific issues and problems.
- Receives and balances cash receipts and general ledger debits; allocates revenue to proper cost accounts; posts revenue; prepares bank deposits and related reports.
- Process payments of Transient Occupancy Tax (TOT) fees; answer inquiries; process request for payment of monthly TOT fees.
- Processes City-wide returned checks and contacts customers as appropriate; prepares delinquent item reports, initiates and monitors delinquent processing for collection.
- Maintains and updates IRS W-9 information of vendors for IRS 1099-year end tax reporting and processing.
- Reviews source documents for accuracy, receipt of necessary information, and compliance with rules, regulations, and procedures; determines proper handling for compliance.
- Receives vendor inquiries via telephone, fax, or mail; resolves any issues, problems, or requests using established procedures.
- Sets up new accounts or closes out terminated accounts; notifies customers of excessive usage and initiates work orders to investigate for high consumption, potential leaks, or broken utility meters; calculates and processes billing adjustments due to leaks, penalty adjustments, or overestimating.
- Receives and processes various invoices for water services; sends out late and final notices, collection notices, and performs necessary collections and delinquency processing.
- Maintains accurate billing information through data entry, calculations, and verifications
- Balances month end work and researches, compiles, enters, and classifies data for new business input.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Terminology and practices of financial and account document processing including accounts receivable, accounts payable, utility billing, and business licensing.
- Methods and techniques of preparing and maintaining records of financial transactions.
- Methods and techniques of researching and resolving processing transactional discrepancies.
- City policies and procedures with respect to receiving and/or processing monetary transactions.
- Business arithmetic and basic financial techniques.
- Record-keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform detailed account and financial office support work accurately and in a timely manner.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Understand and comply with City financial transaction standards, policies and procedures.
- Review, post, balance, reconcile, and maintain accurate and confidential records.
- Make accurate arithmetic, financial, and statistical computations.

- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand and follow oral and written instructions.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Education:

Accounting Technician I/II: Equivalent to completion of the twelfth (12th) grade. College courses in accounting, business, computers or related field are desirable.

Experience:

Accounting Technician I: One (1) year of experience providing clerical support to finance or accounting program, preferably in a municipal agency is desirable.

Accounting Technician II: Two (2) years of experience performing duties at the Accounting Technician I level within the City of Angels Camp or another municipality.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.