

TITLE: **ACCOUNTING TECHNICIAN**

DEFINITION: Under general supervision, performs technical accounting support functions in the preparation, maintenance, and processing of accounting records and financial transactions.

EXAMPLES OF DUTIES:

- Inputs, reviews, and approves financial transactions and data in accordance with Generally Accepted Accounting Principles (GAAP) and City policy for accuracy;
- Identifies, researches, and resolves discrepancies;
- Balances accounts and makes adjusting and closing entries;
- Prepares and analyzes schedules, statements, and reports, in various formats including spreadsheets;
- Performs computations utilizing specialized and complex financial data;
- Reconciles accounts and financial information;
- Establishes and maintains systems to assure accountability and financial control;
- Processes accounting and financial transactions;
- Provides technical information and instruction regarding applicable procedures and methods to City departments and staff;
- Participates in the training of various departments in the use of computer accounting programs; May supervise the work of assigned staff and provide training;
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Open to current, permanent full-time or part-time City employees with six (6) months of paid full-time equivalent, city service who meet all of the following:

Education equivalent to an Associate of Arts degree in Accounting or closely related field (completion of 60 semester units or 90 quarter units) including specific courses in Intermediate Accounting.

AND

One year of full-time equivalent, paid experience performing complex clerical accounting duties*.

Additional experience offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year-for-year basis.

*Complex clerical accounting duties may include bank reconciliations, review, and reconciliation of accounts payable and accounts receivable transactions, creation, review and maintenance of vendor records, creation and posting of journal entries and inventory reconciliations.

KNOWLEDGE, SKILLS, AND ABILITIES:

Candidates must possess all of the following:

- Ability to:
 - Create, modify, and maintain spreadsheets;
 - Work within a computerized financial system;
 - Operate computers including the use of Internet, databases, and word processing software;
 - Operate a 10 key by touch;
 - Comprehend and interpret complex written information;
 - Communicate effectively both verbally and in writing.

HISTORY:

Revised Classification Specification: 01/15/1985; 05/25/2022

Approval/Adoption Date: 06/27/1985 – Human Resources Department
12/18/1985 – Civil Service Commission
05/25/2022 – Civil Service Commission