



Accounting Technician

Summary

Perform a variety of technical accounting tasks that require some knowledge and application of general accounting principles as well as governmental accounting regulations and practices.

Class Characteristics

General supervision is provided by the Accounting Manager or the Commercial Services Manager. Responsibilities may include the indirect supervision of subordinate clerical accounting staff.

Incumbents perform technical accounting tasks that require knowledge of Generally Accepted Accounting Principles (GAAP) and their application to established systems and procedures. Incumbents may also serve as lead workers in their assigned unit with responsibility for scheduling, assigning, monitoring and reviewing the work of subordinate Accounting Assistants.

This class is distinguished from the lower-level class of Accounting Assistant II in that the latter describes duties that are assigned tasks that are performed within well-defined and established parameters. This class is also distinguished from the higher-level class of Accountant in that the latter describes professional accounting duties requiring full knowledge of professional accounting theory and practice, including public sector auditing, reporting and fiscal analysis.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:

Perform accounting tasks related to the technical maintenance of the City's financial record keeping, reporting, and control systems; provide technical accounting support pertaining to a wide range of financial areas including general accounting, procurement, utility billing, and payroll according to existing policies and regulations governing the City's fiscal record-keeping systems.

Perform a wide variety of duties pertaining to the maintenance of subsidiary and General Ledger accounts; balance subsidiary accounts to the General Ledger; code, approve, and reconcile transaction documents and records; investigate account discrepancies and recommend final adjustments; reconcile daily deposits and cash receipts; reconcile journal entries and bank statements.

Perform primary maintenance on assigned accounts (e.g., assessment districts or external service accounts); maintain and apply account criteria including account history, legal requirements, and contractual obligations; monitor, process and reconcile account transactions and complete all filing requirements according to the unique rules, regulations and/or requirements of the specialized account.

Prepare tax returns for assigned accounts by applying basic knowledge of governmental tax accounting procedures.

Approve check requests within a limited dollar amount by verifying account number, check amount, proper authorization and proper backup; investigate and resolve payment issues as needed.

Provide technical assistance for financial audits; review assigned account records for compliance with government auditing and accounting standards; prepare audit work papers and other support documentation.

Resolve escalated customer inquiries and complaints regarding bill amounts, rate changes, usage patterns, leak adjustments and prorating of bills; troubleshoot billing system problems.

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Gather, prepare and maintain information for payroll files, records and reports as assigned; review payroll forms for accuracy, completeness and conformance to department and City policies; make corrections or adjustments as necessary; compute and post complex time and leave accruals; reconcile payroll certification records.

Serve as a lead worker by scheduling, assigning, monitoring and reviewing the work of Accounting Assistants responsible for cashiering, billing customer service and other accounting support functions; train assigned staff in work methods; monitor and review work to ensure that it is performed properly and efficiently and that office policies and procedures are being followed.

Prepare a variety of technical financial documents; gather, compile and evaluate financial, statistical and operational data for reports to state and federal agencies; prepare supporting statistics and data tables; examine and verify financial documents for completeness and accuracy.

Furnish information by searching for and abstracting specialized or technical data; provide explanation of laws, regulations, policies or procedures; send materials and form letters; compose routine correspondence.

Recommend and implement improved work methods and procedures.

Perform related duties as assigned.

Skills/Abilities:

Understand the technical relationships between accounting documents and transactions based on Generally Accepted Accounting Principles (GAAP).

Maintain and reconcile financial transactions to records, ledgers, and journals.

Understand and apply technical accounting principles pertaining to public sector accounting and auditing.

Prepare a wide variety of financial and statistical documents and reports, including tax forms; prepare custom reports utilizing an accounting report writer system.

Research, identify and resolve accounting record keeping errors rapidly and efficiently.

Work independently in an environment with multiple demands and high volume while maintaining accuracy and taking responsibility for work products.

Utilize sound judgment to make decisions in the course of work.

Operate a personal computer with a working knowledge of analytical spreadsheets, word processing, accounting/finance and related business software and equipment, including Microsoft Excel and a 10-key calculator.

Communicate effectively both orally and in writing.

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

Physical Demands and Work Environment:

While performing the duties of this job, the employee is frequently required to: sit, stand and walk short distances; use a computer keyboard and mouse, use hands to finger, handle, or feel; reach with hands and arms; and talk or hear in person and on a telephone. The employee will occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision (for reading and working at a computer) and the ability to adjust focus. Employees typically work in an office environment where the noise level is moderate.

Qualifications

Knowledge of:

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Generally Accepted Accounting Principles and their application, particularly those pertaining to governmental accounting.

Principles and practices of bookkeeping.

Technical auditing principles and practices as they apply in a public sector setting.

Financial research and reporting methods, including the compilation, computation and presentation of statistical information.

Modern office procedures, practices and equipment, including standard automated information hardware and software; spreadsheet and other accounting and business software, including Microsoft Excel.

Basic mathematics including addition, subtraction, multiplication, division, percentages and fractions.

Principles and practices of record keeping and filing.

Principles and techniques of effective oral and written communications and public relations.

Appropriate and accurate spelling, punctuation and grammar.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

Completion of 60 semester (or equivalent quarter) units from an accredited college or university with major work in accounting, finance, economics, business administration or a closely related field.

Experience:

Three years of accounting experience, including at least two years at a level equivalent to Accounting Assistant II in the City of Petaluma. Governmental or non-profit accounting experience is preferred.

Substitution:

A bachelor's degree in accounting, finance, economics, business administration or a related field may substitute for the above-required experience.

Certificates/Licenses:

Possession of a valid California driver's license.

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