

CITY OF HALF MOON BAY

JOB CLASS SPECIFICATION

ACCOUNTING TECHNICIAN I/II

DEFINITION

Under general supervision, performs accounts payable and accounts receivable transactions; prepares, processes and verifies business license applications and alarm permits; prepares bookkeeping entries affecting general and subsidiary ledgers; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

The **Accounting Technician I** is the entry level class in the Accounting Technician series and, initially under closer supervision and within well-established procedural guidelines, is responsible for performing the more routine supporting accounting functions. This classification is distinguished from the Accounting Technician II classification by the lower level of complexity of the work performed and a lesser independence of operation. Incumbents in this class are expected to learn procedures and practices and to perform increasingly more complex work over a period of time.

The **Accounting Technician II** is the journey level class in the Accounting Technician series and is responsible for a full range of financial record keeping transactions including accounts payable, accounts receivable, check printing, permit and business license processing. Incumbents may be assigned a variety of accounting related responsibilities and are expected to perform more detailed non-professional accounting duties. This classification is distinguished from the next lower level classification of Accounting Technician I by the performance of the full range of duties working with minimal supervision and performing the more complex assignments in all areas.

SUPERVISION RECEIVED/EXERCISED

General supervision is received from the Finance Director. Incumbents in these classes do not routinely exercise supervision.

ESSENTIAL FUNCTIONS *(include but are not limited to the following)*

Performs the full array of duties assigned to classes in the Accounting Technician series including the preparation and maintenance of financial records.

Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties.

Accepts payments for various licenses, permits and fees; explains billings, business license procedures and other regulatory policies to customers.

Maintains database for business licenses and alarm permits; sends out annual inquiries and billings; tracks applicable account receivables.

Processes receipts of money collected daily/weekly; prepares appropriate financial reports for distribution to departments; reviews coding and identifies discrepancies.

Communicates with financial software programmers and/or staff on processing difficulties that may arise in the performance of duties.

Reviews and prepares vendor invoices for payment, including data entry needed to update the financial software; ensures all invoices are properly authorized and coded; maintains the purchase order tracking system.

Prepares Warrant Reports for City Clerk to incorporate in City Council Packets and for department review.

Addresses verbal and written requests for information submitted by vendors and outside department personnel related to the accounts payable function

Records and checks financial transactions and prepares financial and statistical statements and reports.

Utilizes computerized data entry equipment, various word processing and spread sheet programs to enter, store and retrieve information as requested; summarizes data in preparation of standardized reports.

Writes check requests; prepares invoices and billing statements; collects payments for invoices and statements and maintains deposit records.

Assists in the preparation of journal entries to account for assets, liabilities, revenues and expenses; assists in the reconciliation of general subsidiary ledger accounts and maintains journal ledgers.

Answers telephone and responds to inquiries providing information to employees and members of the public regarding program activities and policies.

May assist in the processes of the City payroll or payroll related transactions; provides backup support on essential accounting functions as needed.

Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

KNOWLEDGE, SKILLS AND ABILITIES

(The following are representative samples of the KSA's necessary to perform essential duties of the position)

Knowledge of:

- Principles and practices of bookkeeping and financial record keeping.
- Basic accounting principles.
- City budget structure, business license and other fee collection and billing procedures and practices, and fiscal systems and procedures.
- Techniques for maintaining financial journals and ledgers.
- Techniques for the preparation of financial reports.
- Modern office practices, procedures and equipment usage.
- Basic office/clerical procedures.

Skill to:

- Operate an office computer and a variety of word processing, spreadsheet and software applications.

Ability to:

- Accurately maintain a variety of financial records, journals and files
- Accurately count, record and balance transactions
- Independently make mathematical calculations quickly and accurately
- Operate a computer terminal, calculator and other office equipment
- Understand and carry out oral and written instructions
- Provide excellent customer service when dealing with irate citizens
- Plan, coordinate and organize work to meet deadlines
- Perform a wide variety of office support functions and many tasks at the same time
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships.

EDUCATION AND EXPERIENCE

(The following minimal qualifications are necessary for entry into the classification)

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Accounting Technician I** is required. A typical way of obtaining the required qualifications is to possess the equivalent of one year of experience involving financial record keeping or the performance of related work, and a high school diploma or equivalent.

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Accounting Technician II** is required. A typical way of obtaining the required qualifications is to possess the equivalent of two years of experience of increasingly responsible financial record keeping or the performance of related work, and a high school diploma or equivalent.

WORKING CONDITIONS

This position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone service and communicating in person. The need to lift, drag and push files, computer reports or other materials weighing up to 25 pounds also is required.

LICENSES, CERTIFICATES, AND REGISTRATIONS

Possess, or obtain within six months of employment, a valid class C California driver's license.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*