



Accounting Technician

Department/Division:	Administrative Services/Finance
Reports To:	Accounting Supervisor and Administrative Services Manager
Provides Direction To:	Not Applicable

GENERAL PURPOSE

Under general supervision, perform a variety of financial transactions, record keeping and processing functions related to accounts payable, accounts receivable, payroll, and the general ledger; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

Incumbents in this class are responsible for performing responsible duties in the preparation, administration and maintenance of City or departmental accounts payable, accounts receivable, payroll and other accounting transactions and records, as assigned. Positions in the Accounting Technician classification are distinguished from the Senior Accounting Technician in that the latter job performs work that is more complex in nature and the use of more specialized financial statements and reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

Accounts Payable Duties:

1. Receives, matches, and distributes invoices for payment of accounts payable. Verifies supporting documents, account numbers and adherence to purchasing procedures, processes daily prepaid checks and purchase orders as necessary. Records and reconciles related journal entries, processes and pays semi-monthly warrants, maintains accounts payable files and the backup on the server.
2. Types checks, purchase orders, review requisitions, and other record keeping related documents. Checks expenditures and account numbers for conformity with budget accounts and available amounts.

3. Maintains and updates vendor records for 1099 MISC processing, monitors and verifies tax codes and payments within current tax year.

Accounts Receivable Duties:

4. Provides primary daily functions for accounts receivable and reception at the front desk by receiving revenue, verifies, records, balances and posts the daily Cash Receipt Summary Report. Prepares and submits the daily bank deposits, maintains accounts receivable files and the backup on the server.
5. Assist the public in person and by telephone, distribute and process incoming and outgoing mail.
6. Prepares daily parking citations to deliver for outside processing. Collects, reconciles and deposits overnight parking permit revenue. Processes and maintains records for annual overnight parking permits. Acts as collection agent for non-sufficient funds checks received by City, sends notices, cancels services, and forwards to District Attorney.
7. Assists with the processing of business licenses and explanation and enforcement of licensing procedures.

Payroll Duties:

8. Calculates, inputs, and processes time cards for bi-weekly payroll. Balances reports and processes payroll and funding checks, monitors employees' optional benefit packages such as health, dental, and vision insurance, employee deductions, and tax information. Reconcile deferred compensation reports, prepare timely quarterly payroll tax reports, annual W2 processing and calendar year end reports and records and reconciles related journal entries. Maintains the confidential files and the backup on the server of payroll.

General Duties:

9. Assists in the preparation and reconciliation of month-end and year-end reports, journal entries, treasurer's ledger and cash condition reports, bank reconciliations, filing and retention of records, and preparation of records for year end closing and for the annual audit and distributes related reports.
10. Prepares, analyzes and reconciles schedules for receivables, payables, contracts, grants, general ledger, and assists in the preparation of year end entries.
11. Document Imaging, prepares, organizes, categorizes and scans City records to Laserfiche for proper retention for finance and other departments.
12. Assist Administration reception desk as assigned for coverage and related office tasks as needed.

QUALIFICATIONS GUIDELINES

Knowledge of:

City rules, procedures and practices governing cash receipting, purchasing, accounts payable, and related financial transactions; the City's Chart of Accounts and cost center code structure; practices and procedures of governmental accounting; methods, practices, documents and terminology used in processing accounting transactions and in financial record keeping; fundamental accounting and internal control policies and procedures; the City's general accounting system and associated practices and procedures for processing accounting information and interpreting input and output data; standard office practices, procedures, filing techniques, and equipment; business math; and customer service techniques.

Ability to:

Operate a computer, calculator and other standard office equipment; use accounting, spreadsheet and word processing software programs; organize and prioritize work in order to meet deadlines; analyze and solve accounting problems in accordance with accounting practices and department procedures; make calculations and tabulations and review fiscal and related documents accurately and rapidly; understand and carry out written and oral instructions; prepare, file and maintain clear and accurate financial records and reports; work effectively and courteously with City staff, vendors, contractors, auditors and others encountered in the course of work; read and write English at the level required for successful job performance operate a 10-key calculator quickly and accurately input data at the speed of at least 40 words per minute.

Education/Training/Experience:

Any combination equivalent to experience and education that could likely provide the desired knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Experience: Three years of progressively responsible experience in performing accounting, financial or statistical record keeping, preferably involving some public accounting support work; or an equivalent combination of training and experience.

Education: Equivalent to graduation from high school and some accounting classes. Knowledge of the IBM iSeries800, Xerox/ACS Financial Software and Microsoft Office Products is extremely helpful.

Licenses; Certificates; Special Requirements:

None.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, both in person and by telephone; use hands repetitively to operate, finger, handle or feel office equipment; reach with hands and arms. The employee may occasionally walk and stand and lift and carry records and documents that weigh 20 pounds or less.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data; use math and mathematical reasoning; analyze and solve problems; learn and apply new information; perform highly detailed work on multiple, concurrent tasks; and interact with City staff and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet.