

ACCOUNTING TECHNICIAN

DEFINITION

Under general supervision, performs accounting clerical work in connection with the preparation, validation, examination, coding, and reconciliation of fiscal, financial, and statistical records; assists other employees in addressing City accounting and fiscal procedures; performs related work as assigned.

CLASS CHARACTERISTICS

This is the highest class in the series designed for positions involved with sub-professional or technical work associated with programs administered by the Finance Department. An Accounting Technician works with and is knowledgeable in all accounting applications of the Government Management and Budgetary Accounting (GMBA) system. As an on-going responsibility the Technician may be responsible for providing accounting and budgetary assistance to assigned Departments and Divisions.

ESSENTIAL FUNCTIONS

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Verifies claims, warrants, deposit slips, computer source documents, credit card receipts, and other records for arithmetical accuracy, consistency and budget classifications requiring the application of established coding and record keeping practices.

Assembles, sorts, tabulates, codes, and files fiscal and statistical data; makes arithmetical calculations and verifies totals and extensions; performs computer data entry or maintains manual records to post, adjust, and balance accounts; allocates funds to accounts according to established procedures; balances and reconciles accounts; establishes and maintains subsidiary ledgers, general ledgers, and related financial records.

Prepares, audits, verifies, and otherwise processes bills and invoices; checks for compliance with City purchasing policy; verifies charges such as tax, shipping, handling, and discounts; completes data input forms for payment of invoices; maintains vendor files current; maintains balance on open purchase orders.

Prepares accounts receivable invoices, monitors aging of accounts receivables and prepares monthly past due notices and periodic statements.

Reviews revenues and expenditures and compiles preliminary budget data; prepares trial balances, working papers, balance sheets, and statistical and financial reports.

ESSENTIAL FUNCTIONS (Continued)

Calculates distribution of financial appropriations; assists in accounting studies and the compilation of cost estimates; computes cost data on contributory employee benefit plans.

Participates in and/or coordinates the preparation of warrants for payroll and payment of invoices; develops, maintains, validates and enters data into the City's accounting system

Responds to inquiries in person or by phone, explains established procedures and work unit policies; prepares and issues routine correspondence to vendors, businesses, or the public.

QUALIFICATIONS GUIDELINESEducation and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include graduation from high school or equivalent and three years of accounting or bookkeeping clerical experience which included routine record keeping, public contact, and the application of policies and procedures in the performance of assigned tasks. Specialized business or college level course work in accounting or bookkeeping is desirable.

Knowledge, Skills, and Abilities

Considerable knowledge of general fiscal and financial record keeping practices; procedures, methods, and office equipment used in statistical record keeping. Working knowledge of the Government Management and Budgetary Accounting System; purchasing and inventory control programs, record keeping, financial reports, procedures and systems similar to those employed in the City of Ridgecrest Finance Department. Skill in the operation of a variety of office equipment, including a 10-key adding machine, computer, and calculator. Ability to perform difficult clerical financial record keeping work; make arithmetic calculations quickly and accurately; understand and apply fiscal and financial record keeping practices in the performance of assigned tasks; deal with employees and the public in a courteous and tactful manner; establish and maintain cooperative working relationships.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record (may be required for some assignments)

PHYSICAL PROFILE: I, 4, 7

ACCTTECH.SPC