



JOB DESCRIPTION

ACCOUNTING TECHNICIAN II

DEFINITION

Under supervision of Accounting Manager, performs paraprofessional accounting work in the preparation and maintenance of various fiscal, financial and statistical records and reports requiring independent use and implementation of technical accounting principles and procedures.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Audits, reconciles, balances or adjusts accounting records; researches and resolves problems; maintains accounting controls.
2. Prepares fiscal records and reports, which are accomplished by compiling, calculating and input of accounting and statistical data in accordance with specific reporting formats and fundamental accounting principles.
3. Prepares statistics, bookkeeping and accounting control records such as ledgers, registers, journals, journal entries, posting to general or subsidiary ledgers, closing and balancing accounts; maintains related files and various bank balances and deposits.
4. Responds to inquiries that involve searching for abstract technical data, and explains related laws and regulations or established policies, practices or procedures. Develops methods to resolve problems or discrepancies in accordance with the established guidelines. Prepares account payable, purchase orders and maintains related records.
5. Administer and collect fees and charges for accounts receivable, business licenses, permits, etc.
6. Without additional compensation, employee shall perform such additional acts or duties as the City Manager shall assign.

QUALIFICATIONS/GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance. Example combinations include graduation from high school or equivalent, including or supplemented by course work in accounting, bookkeeping or finance, plus four years of experience in accounting, preferably in a public agency.

Knowledge, Skills and Abilities

Considerable knowledge of principles and practices of financial record keeping, as well as supervising general office procedures. Skill in the operation of a variety of office and computer equipment, Excel a must, Word or similar application including typewriter keyboard operation and 10-key adding machine by touch. Ability to understand, interpret and apply the fundamental principles of accounting, related city policies and procedures; reconcile differences within record keeping system requiring an understanding of the relationship among accounting records and documents; prepare financial reports and maintain ledgers and journals; analyze fiscal data and draw logical conclusions; communicate effectively, both orally and in writing; establish and maintain cooperative working relationships within the department.



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SPECIAL REQUIREMENT

Possession of or ability to obtain an appropriate California driver's license and a satisfactory driving record.

ESSENTIAL ELEMENTS

Physical Demands

Sitting, walking, reaching, grasping, lifting, manual dexterity, clear speech-complex, clear-seeing, and driving (car).

Stress Factors

High pressure in assisting the public. Ability to interpret and explain actions to the public, staff and City officials.

Work Environment

Considerable work with the public and staff; verbal contact, face-to-face and telephone.

Mental Requirements

Reading complex, writing complex, analyzing, perception/comprehension and judgment.

Equipment

Operation of a variety of office equipment including computer keyboard, telephone, calculator, photocopiers, facsimile machines, typewriters, various computer printers.