



Employment Opportunity

ACCOUNTING TECHNICIAN II

Salary Range (27) \$22.03 – \$26.81/Hourly
FLSA Status – NON EXEMPT
Full-Time w/Excellent Benefit Package
Application Deadline: April 29, 2016, 5 PM

For application materials visit our website at www.RanchoMirageCA.gov or call (760) 324-4511.
(Completed City Application Form required; no facsimiles or e-mail sent/received in this recruitment.)

DEFINITION

Under supervision of the Finance Manager, performs paraprofessional accounting work and has a high level of interaction with the public in administering various City programs. Serves as a frontline contact in the Finance department, responding to public counter inquiries, phone inquiries, and inquiries for various City programs. Prepares and maintains various fiscal, financial and statistical records and reports requiring independent use and implementation of technical accounting principles and procedures; performs related duties as required.

EXAMPLES OF ESSENTIAL DUTIES

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

1. Audits, reconciles, balances and adjusts accounting records; researches and resolves problems; maintains accounting controls.
2. Prepares payroll, fiscal records, reports and daily cash receipting, 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 bookkeeping and accounting control records such as; transient occupancy tax collection, program statistics, various ledgers, registers, journals, journal entries, posting to general or subsidiary ledgers, closing and balancing accounts; maintains related files and various bank balances and deposits. Prepares accounts payable, purchase orders and maintains related records.
4. Responds to inquiries and public record requests that involve searching for various City records, 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.
5. Administer, bill and collect for various programs including business licenses', vacation rental compliance, accounts receivable, permits, etc.



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6. Performs other duties of a similar nature and level as assigned.

QUALIFICATIONS/GUIDELINES

The following generally describes the knowledge, ability, and education required to successfully perform the job duties.

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, 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. Ability to stay composed and deliver excellent customer service in stressful situations. Skill in the operation of a variety of office and computer equipment, Excel a must, Word or similar application including typewriter keyboard operation. 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.

ADA and Other Requirements

Position in this class typically require: 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 and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 10 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Licensing/Certifications

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



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NOTE: The above job classification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Posted 3/29/2016