

ACCOUNTING TECHNICIAN

DEFINITION

To perform accounting work related to City such as payroll, budget and financial records and reports; and to perform clerical duties related to areas of assignment.

Appointed by City Manager, reports directly to Finance Officer.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Accounts Receivable: Cash receipts, bank deposits, subsidiary report for posting to GL, responsibility of cash receipts log and receipts supply, maintenance of daily cash flow report.

Accounts Payable: Audit invoices and proof for numerical/coding errors, automated invoice entry and check writing, warrant preparation, efficient disbursement of signed checks, filing of paid invoices, responsibility of check log and check supply.

Monthly automated utility billing process, daily utility billing cash receipting and reports, efficient management of delinquent accounts, providing polite and efficient customer service to utility accounts.

Audit bi-weekly time sheets and prepare for payroll worksheet, prepare payroll worksheets for ADP/Bank of America payroll services, provide payroll service with related information, audit checks and accumulative leave time for errors, prepare internal payroll journal report for posting to GL.

Monthly reconciliation of bank accounts (BofA and LAIF), preparation of bi-weekly PERS reports, accumulation of information and/or preparation of internal reports for finance department use.

MINIMUM QUALIFICATION

Knowledge of:

Independent working knowledge of a chart of accounts.

Significant understanding of computer applications, i.e., fund accounting software, word-processing software, spreadsheets.

Ability to:

Understand general fund accounting structure according to GAAFR.

Ability to work efficiently in a distracting environment.

Ability to deal with the public directly in a professional manner.

Ability to follow the policies and procedures implemented by the finance department.

Experience and Education:

Any combination of experience and education or training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

At least two years relevant experience in municipal fund accounting and reporting, computer applications, ADP payroll experience desirable.

Education:

College-level training in accounting and business, equivalent to an A.A. degree.