



ACCOUNTING TECHNICIAN I/II

DEFINITION

Under direct or general supervision, performs a variety of routine to complex technical and administrative account support duties in the preparation, maintenance, and processing of accounting records and transactions, including accounts payable, accounts receivable, utility billing, and business licensing, in addition to balancing and maintaining manual and computerized accounting and financial records; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from the Financial Services Manager. Exercises no direct supervision over staff. May exercise technical and functional direction over and provide training to less experienced staff.

DISTINGUISHING CHARACTERISTICS

Accounting Technician I: This is the entry-level class in the Accounting Technician series. Initially under close supervision, incumbents with general administrative experience perform work in accounts receivable, accounts payable, utility billing, and business licensing, in addition to performing a variety of record keeping, reconciliation, and account support activities. As knowledge and experience are gained, the work becomes broader in scope, assignments are more varied, and are performed under more general supervision. Positions at this level usually perform most of the duties required of the positions at the journey-level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

Accounting Technician II: This is the journey-level class in the Accounting Technician series. Incumbents perform the full range of technical work in all the following areas: accounts receivable, accounts payable, utility billing, grants, and/or business licensing, in addition to performing a wide variety of record-keeping, reconciliation, and account support activities. Positions at this level are distinguished from the entry-level by the performance of the full range of duties as assigned, working independently and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Accounting Technician in that the latter is responsible for more complex and higher-level technical accounting work, exercises a higher level of discretion and independent decision-making, and provides technical and functional direction to lower-level finance support staff.

Positions in the Accounting Technician class series are flexibly staffed and positions at the Accounting Technician II level are normally filled by advancement from the Accounting Technician I level after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

When performing the accounts receivable assignment:

- Processes periodic invoice requests; creates and maintains new accounts.
- Receives and balances cash and grant receipts and general ledger debits; allocates revenue to proper cost accounts; posts revenue; prepares bank deposits and related reports.
- Receives mail and direct payments from the public and from other City departments, balances monies received, and prepares receipts.
- Processes City-wide returned checks and contacts customers as appropriate; prepares delinquent item reports, initiates and monitors delinquent processing for collection; prepares and processes year-end write-offs for un-collectable accounts.
- Maintain and update IRS W-9 information of vendors for IRS 1099 year-end tax reporting and processing.

When performing the accounts payable assignment:

- Processes payments in batches and logs batch reports as appropriate; processes warrant writing on a weekly basis; prepares documentation for payment; confers with vendors as necessary; enters and verifies data into the automated accounts payable system to produce payment; may prepare manual checks; prepares payments for mailing and files copies with backup.
- Audits, verifies, codes, and batches accounts payable transactions; matches purchase orders, packing slips, and invoices; researches discrepancies and unauthorized purchases; checks allocations against department budget appropriations; prepares payment requests; balances and maintains retention accounts; liquidates purchase orders; processes purchasing requisitions for the assigned department.
- Sets up new vendor accounts; obtains necessary information and paperwork from vendors; prepares vendor invoice tracking; inputs vendor invoices and prints checks; totals and balances accounts.
- Maintains credit card accounts; processes receipts and reconciles to credit card statements.
- Processes miscellaneous receipts.
- Transmits weekly positive pay file to the bank.
- Reviews source documents for accuracy, receipt of necessary information, and compliance with rules, regulations, and procedures; determines proper handling for compliance.
- Receives vendor inquiries via modern communication methods or in person; resolves any issues, problems, or requests using established procedures.
- Prepares centralized bank deposits and reports.
- Maintains warrant control log for check stock, including void checks..
- Maintains signature authorization listing used to verify payment authorization signatures.
- Verifies bankruptcy information of vendors; participates in audits of vendors and other City departments; maintains vendor W-9 information for 1099 processing.

When performing the business licensing assignment:

- Maintains the business license database; researches new businesses and notifies them of licensing requirements; mails application materials; processes closing accounts; reviews and reconciles payment ledger against database of notices; verifies bankruptcy information and performs other research about business and property information; initiates work orders for inspectors as assigned.
- Calculates necessary fees; accepts and processes payments at the front counter, over the phone, and by mail, in cash, by check, or by credit card; makes change as necessary and maintains cash drawer as appropriate; balances payments and posts transactions in the accounting system daily.
- Prepares monthly renewal, second, late, final, delinquent or other related notices.
- Balances month end work and researches, compiles, enters, and classifies data for new business input.

- Participates in the implementation of new business license rates and maintains online forms and instructions
- Coordinates other code or licensing requirements with other departments.

When performing all assignments:

- Verifies, posts and records a variety of financial transactions; prepares and maintains databases, records, and a variety of periodic and special financial, accounting and statistical reports; generates reports by computer and balances them appropriately.
- Enters and retrieves information and data using standard word processing and spreadsheet software, as well as accounting, financial, and other related electronic information systems specific to the department to which assigned.
- Maintains a variety of ledgers, registers, and journals according to established account policies and procedures; reconciles transactions and data as directed; records changes and resolves differences; maintains the accuracy of accounting and financial records.
- Generates and assists in the preparation of monthly, quarterly, and year-end financial, summary and technical reports; reviews and researches budget to actual activity.
- Performs general office support duties such as opening and routing mail and deliveries; preparing correspondence; filing and record keeping; duplicating and distributing various written materials; and ordering and keeping inventory of office supplies.
- Assists customers, departments, and employees by providing answers and information regarding specific account information, discrepancies, general accounting procedures, and/or department specific issues and problems; researches issues regarding specific transactions; and updates related files and departments on action items; may dispatch maintenance crews to assist with emergencies.
- May initiate a variety of work orders for other personnel in the department to which assigned.
- May provide direction and training to lower-level or less experienced staff in area of assignment.
- Assists with the year-end closing process including the preparation of worksheets.
- Assists supervisor(s) with special projects as required.
- Performs other related duties as assigned.

JOB-RELATED QUALIFICATIONS

Knowledge of:

- Terminology and practices of financial and account document processing and record-keeping, including accounts receivable, accounts payable, utility billing, and business licensing.
- Business arithmetic and basic financial and statistical techniques.
- Record-keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Perform detailed account and financial office support work accurately and in a timely manner.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Compose correspondence and reports independently or from brief instructions.
- Make accurate arithmetic, financial, and statistical computations.

- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand and follow oral and written instructions.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Accounting Technician I: Equivalent to graduation from the twelfth (12th) grade and one (1) year of responsible administrative support experience; experience in financial/accounting record-keeping preferred.

Accounting Technician II: In addition to the above, some college-level coursework in accounting, finance, or a related field, and two (2) years of experience equivalent to Accounting Technician I in the City of East Palo Alto.

Licenses and Certifications:

- Possession of a valid California Class C Driver's License and a good driving record, at the time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.