

**ACCOUNTING TECHNICIAN I/II**

Salary Ranges: 21/25 (Public Service Employees)

**DEFINITION**

Under general supervision, performs complex and difficult paraprofessional duties related to general accounting work and payroll; maintains City financial accounts and records, and assists in the preparation of financial reports and analyses; provides responsible technical and clerical accounting support to professional staff in the Finance and Technology Department; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

**Accounting Technician I**

This is the journey-level class in the paraprofessional accounting series that performs the full range of technical work in the following areas: cash, fixed assets, grant accounting, accounts receivable, payroll, and accounts payable, in addition to performing a variety of license issuing, recordkeeping, reconciliation and report preparation activities. Employees at this level receive occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the Finance and Technology Department. This class is distinguished from the Accountant series in that the latter is a professional level, requiring completion of a four-year degree in accounting or a closely related field.

**Accounting Technician II**

This is the advanced-level class in the paraprofessional accounting series. Under limited direction, incumbents perform the full range of assigned duties in the accounting technician function. This class differs from the Accounting Technician I class in the skill level required and the complexity, variety of assigned tasks and independence with which work is performed.

**SUPERVISION EXERCISED AND RECEIVED**

Incumbents receive general supervision from supervisory or management personnel, and may exercise technical and function direction over paraprofessional and clerical staff.

**EXAMPLES OF DUTIES, KNOWLEDGE, AND ABILITIES**

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

- Performs difficult or complex accounting or financial office support work; assists with special projects as assigned.
- Maintains, audits, verifies and reconciles a variety of reports, journals, budgets, or related fiscal or statistical data; summarizes and posts data as required.
- Audits and verifies information, including source data as well as manual and computer-produced reports.
- Enters timesheets, timesheet corrections and various changes to employee payroll records.

- Calculates and processes payroll for staff and elected/appointed officials; determines tax deposits, benefits, and other deductions and related adjustments; tracks accruals and processes direct deposits and payroll check payments.
- Ensures disbursements are in compliance with City policies, MOU's, contracts, agreements and other guidelines and rules.
- Processes payroll garnishments and wage attachments per court orders as required by law; provides W-2 and related payroll documents and notices to employees as required; electronically transmits financial data; and processes other miscellaneous deductions as needed.
- Completes PERS reporting.
- Processes monthly accounts payable statements including matching purchase orders and invoices to statements, researching discrepancies, entering them into the system, balancing and reviewing batch and printing checks.
- Reviews accounts receivable; analyzes reports for outstanding receivables; reconciles A/R subsidiary ledger to the general ledger.
- Reconciles a variety of statements, general ledger and subsidiary ledger accounts, including grant programs, fixed assets, contract management accounting and payroll; analyzes activities; researches discrepancies and prepares journal entries.
- Maintains, monitors, updates, and reconciles the General Fixed Asset Account Group and the Fleet Internal Service Fund; prepares year-end fiscal reports; performs periodic inventory of all City Fixed Assets.
- Prepares a variety of tax forms, grant applications and special reports.
- Interprets and applies Federal, State and local laws and regulations concerning financial and statistical transactions and reports.
- Provides information to the public or City staff that requires the use of judgment and the interpretation of rules or procedures; meets with the public to obtain data, interpret information and answer questions; prepares correspondence independently to answer questions, request information, or provide explanations.
- Performs a variety of general office support work such as organizing and maintaining various files, typing correspondence, reports, forms, and specialized documents; proofreads and checks materials for accuracy, completeness and compliance with City and department policies and regulations.
- Prepares and maintains computerized financial spreadsheets on a personal computer for ledgers and statistical records; prepares reports from spreadsheets summarizing information and financial records.
- Balances financial information system controls; balances and posts cash receipts, payments and registers; and balances various other statistical and financial transactions with source documents and controls.
- Performs related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- Terminology and practices of financial and accounting document processing and record keeping, including accounts payable, payroll, accounts receivable and purchasing
- Basic principles and practices of fund accounting and public agency budgeting
- Applicable Federal, State and local regulations, policies and procedures of payroll, fiscal record keeping and accounting
- Basic mathematics
- Modern office practices, methods and computer equipment
- Basic record keeping principles and procedures
- Computer applications related to work, including word processing and spreadsheet software
- English usage, grammar, spelling, vocabulary, and punctuation
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone
- Principles and practices of working safely
- Public relations/customer contact skills

### **Ability to:**

- Perform detailed accounting and financial office support work accurately and in a timely manner
- Prepare financial reports and maintain ledgers and journals through the use of spreadsheets and/or word processing
- Review documents related to Finance, Payroll, and Revenue Services operations
- Understand, apply and explain a variety of Federal, State and local regulations, policies and procedures of fiscal record keeping and accounting
- Perform responsible and difficult account entry and record keeping work
- Analyze data and draw logical conclusions; identify and troubleshoot problems
- Learn prescribed formulas for calculation and reconciliation of assigned functions; perform mathematical calculations with speed and accuracy
- Perform a variety of processing/record keeping clerical functions; accurately compare, proofread, and verify lists of names and numbers
- Maintain accurate records and files
- Organizing own work, setting priorities and meeting critical time deadlines
- Operate modern office equipment including computer equipment and software programs
- Use English effectively to communicate in person, over the telephone and in writing
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines
- Establish and maintain effective working relationships with those contacted in the course of the work
- Meet the physical requirements necessary to safely and effectively perform the assigned duties

**Minimum Qualifications:**

*Any combination of training and experience which 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 completion of the twelfth (12<sup>th</sup>) grade supplemented by a minimum of fifteen (15) units of college-level courses in accounting, finance, business administration or a related field, and three (3) years of increasingly responsible accounting experience, preferably with a municipal agency.

**Accounting Technician II**

In addition to the above, two (2) years of experience equivalent to that of an Accounting Technician I at the City of Rocklin.

**GENERAL QUALIFICATIONS**

**License Requirements:**

A valid California Class C driver license or higher with a satisfactory driving record is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

**Physical Requirements:**

Incumbents must possess the 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; hearing and speech to communicate in person, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter 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. Positions in this classification occasionally lift and carry reports and records that typically weigh less than 20 pounds.

**Working Conditions:**

Incumbents 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.

FLSA: NE

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.