



City of Orinda
ACCOUNTING TECHNICIAN I
ACCOUNTING TECHNICIAN II
ACCOUNTING TECHNICIAN III

DEFINITION

Under immediate supervision (Accounting Technician I) or general supervision (Accounting Technician II and III), to perform a variety of technical accounting duties involved in the preparation, review, and maintenance of financial and statistical records including accounts payable, payroll, fixed assets, health benefits, accounts receivable, and cashiering.

DISTINGUISHING CHARACTERISTICS

Accounting Technician I - This is the entry level in the class series. Positions at this level usually perform most of the duties required of the positions at the II 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 and III - These are the full journey and advanced journey levels in the class series. Positions at the II and III levels are distinguished from the I level by the performance of the full range of duties as assigned, working independently and exercising judgment and initiative. Positions at the II and III levels 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. Positions in this class series are flexibly staffed and positions at the II level are normally filled by advancement from the I level requiring three years of experience and successful performance. Positions at the III level are normally filled by advancement from the II level requiring three additional years of experience and successful performance. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the II and III levels.

SUPERVISION EXERCISED

Accounting Technician I

Exercises no supervision.

Accounting Technician II and III

May exercise technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Maintain and reconcile a variety of ledgers, reports and account records; examine and correct accounting transactions to ensure accuracy; prepare and post journal entries.

Gather, check, and tabulate data used in the preparation of records and reports; research background information and account histories.

Perform a variety of general clerical duties including typing, maintaining files and records, processing mail and ordering supplies; distribute mail and supplies to appropriate departments.

Assist customers, departments, and employees by providing fiscal information, explaining procedures, and answering questions.

Prepare a variety of routine fiscal reports, statements, and schedules; prepare new year, mid year, and year end reports.

Establish and maintain complete files and records related to assigned function.

Operate modern office machines and equipment including calculating or adding machine, word processors, computers, typewriters, printers, copiers, calculators, and FAX machines; routinely use a full range of spreadsheet computer software applications.

Process cashier transactions, mailed payments, and drop off payments; balance and prepare daily deposit; run daily cash report; verify and balance cash received from other departments.

Receive and review payroll records ensuring compliance with City policies, procedures, and regulations; enter payroll into system as assigned; process, calculate, and post a variety of payroll actions including wage garnishments, benefits withholding, overtime hours, and workers' compensation claims; prepare, balance, and correct payroll reports.

Maintain a variety of files and records related to the City's payroll system; enter new employees, retirements, and terminations; make permanent payroll employee changes to benefits, taxes, address, deductions, accruals, and add pays; post to payroll computer system.

Prepare payroll and all related payroll reports including tax deposits, quarterly reports, and W-2's; balance and prepare payroll taxes for State and Federal quarterly and annual

returns; enter and maintain fixed asset inventories and databases.

Verify time sheets reflecting vacation time, sick time, holiday time, compensatory time, and leaves of absence; document actions onto payroll master files; file action forms in employee folders.

Sort, audit, match and distribute invoices from vendors and service providers; confer with vendors regarding purchase orders, invoices and payments; review statements for accuracy and completeness; process invoices for approval for payment; prepare payments for mailing.

Monitor and balance various accounts verifying availability of funds and classification of expenditures.

Post transactions to accounts payable system; verify, correct and balance accounts payable system; generate checks; validate checks; match checks to vouchers; mail checks to vendors.

Maintain current vendor information including 1099 information.

Reconcile various bank accounts making adjustments due to cancellations and corrections.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Accounting Technician I

Knowledge of:

Standard office procedures, methods and computer equipment.

Fundamental principles and procedures of fiscal record keeping, cashiering, accounts receivable, and billing.

Basic mathematical principles.

Principles and techniques used in dealing with the public.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Type and enter data at a speed necessary for successful job performance.

Operate a motor vehicle safely.

Ability to:

Learn the procedures and functions of assigned position.

Learn and apply pertinent Federal, State, and local laws, codes, and regulations including administrative and departmental policies and procedures.

Learn to accurately tabulate, record and balance assigned transactions.

Work under supervision within a well-defined framework of standard policies and procedures.

Understand the organization and operation of the assigned department and the City necessary to assume assigned responsibilities.

Perform general technical accounting work including maintaining appropriate files and compiling information for reports.

Respond to questions from the public and City personnel regarding policies and procedures for assigned area.

Perform mathematical computations quickly and accurately.

Plan and organize work to meet schedules and timelines.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:**Experience:**

One year of general clerical experience involving public contact and preferably including some financial record keeping.

Training:

Equivalent to a high school diploma.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 10 lbs.; ability to travel to different sites and locations.

Accounting Technician II and III

In addition to the qualifications for Accounting Technician I:

Knowledge of:

Methods, practices, and procedures used in account record keeping pertinent to area of assignment including accounts payable, accounts receivable, cashiering, and payroll.

Principles and procedures of financial record keeping, reporting, and databases.

Mathematical principles applied to financial and statistical record keeping.

Generally accepted accounting and bookkeeping principles and procedures and their application to accounting transactions and databases.

PC hardware and software.

Modern office methods, procedures and equipment including computer programs and applications.

Automated financial management systems.

Principles and practices of payroll administration, record keeping and reporting.

Federal and State payroll tax reporting requirements.

Cash handling and banking procedures.

Ability to:

Interpret and apply bookkeeping principles and procedures involved in maintaining the control of records, financial statements, and databases.

Prepare and maintain a variety of routine financial statements, reports, records and files.

Examine and verify financial documents and reports.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Understand, interpret and communicate the payroll procedures, rules and regulations.

Minimum Qualifications:

Experience:

Accounting Technician II

Three years of experience as an Accounting Technician I.

Accounting Technician III

Three years of experience as an Accounting Technician II.

Training:

Equivalent to a high school diploma supplemented by specialized course work in accounting or business practices.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 10 lbs.; ability to travel to different sites and locations.

Employee Group: Teamsters Local 856
FLSA Status: Non-Exempt
Revised: January 2009