CITY OF ST. HELENA

ACCOUNTING TECHNICIAN

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

Under general supervision, performs responsible and complex accounting support and administrative work in the preparation and maintenance of budgetary, financial, and statistical records; responsibilities include purchasing, accounts payable, accounts receivable, payroll, and monthly and yearly closing general ledgers; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The Accounting Technician is the journey level class in which incumbents are expected to perform the full scope of complex accounting technical support work in the department, including budget monitoring and coordinating. This classification differs from the Account Clerk II by independently performing the more complex and difficult technical duties within the department, and the responsibility for providing lead direction to assigned support staff.

SUPERVISION RECEIVED/EXERCISED:

receives general supervision from the Director of Finance/Treasurer. Exercises technical and functional supervision over assigned staff.

ESSENTIAL FUNCTIONS: (include but are not limited to the following)

- Prepares and maintains budgetary, complex financial and statistical records and information; utilizes automated financial systems and a variety of word processing and spreadsheet programs to enter, store and retrieve information; researches and gathers information from a variety of sources for the completion of forms or preparation of reports; provides information to the public, other governmental agencies and City staff requiring the use of judgment and the interpretation of a variety of policies, rules and procedures.

- Maintains complex accounting, financial and statistical records and posts data to ledgers; maintains varied subsidiary ledgers and reconciliation reports; prepares, reconciles and follows up on accounts receivable billings; prepares complex financial, statistical and operational reports as assigned; assists in gathering and developing a variety of budget related material; performs the full range of Account Clerk II duties on a relief or support basis.

- Prepares and posts journal entries to general ledger; performs general ledger reconciliations of various accounts on a monthly basis; performs monthly close of various modules and general ledger; reviews monthly close of modules which other staff members are responsible for before final close to general ledge; reconciles cash to bank on a daily basis, including initiation transfers of cash between
ACCOUNTING TECHNICIAN

Page 2

- Bank accounts to meet the daily cash needs of the City; reconciles bank statements on a monthly basis.

- Prepares monthly billing for water and sewer services, sends reminder and late notices as needed; answers calls regarding water and sewer billing questions.

- Verifies the accuracy of payroll, accounts payable, accounts receivable, and other specific areas performed by others; performs payroll tax reporting; tracks employee benefits, compensation time, vacation time, floating holidays and garnished wages; performs duties associated with accounts payable and accounts receivable; tracks current year budget for departments and projects; assists in the preparation of the Quarterly Financial report; assists with information systems projects as needed.

- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff and the public.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, kneeling, squatting and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in data entry and preparing reports using a computer keyboard. Additionally, the position requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

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

QUALIFICATIONS:  (The following are minimal qualifications necessary for entry into the classification.)

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an Accounting Technician. A typical way of obtaining the required qualifications is to possess the equivalent of three years experience performing increasingly responsible accounting support services and a high school diploma or equivalent. An associate of art’s degree with an emphasis in Accounting, Finance or a closely related field is desirable.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver’s license.
KNOWLEDGE/ABILITIES/SKILLS:  (The following are a representative sample of the KAS's necessary to perform essential duties of the position.)

Knowledge of:

Principles and practices of financial record keeping, bookkeeping and governmental and fund accounting; basic principles and practices of auditing; standard business arithmetic as applied to accounting technical support; public relations techniques and procedures; methods and techniques of supervision, training and motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Prepare, maintain and reconcile various complex financial, accounting, billing and statistical records; design and implement new financial record keeping forms; coordinate several activities and meeting critical deadlines; lead, train and motivate assigned staff; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate standard office equipment, including a computer and variety of word processing and software applications; operate automated billing and financial systems.