

CITY OF MADERA

ACCOUNTING TECHNICIAN I

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities 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 immediate supervision, performs cashiering duties; prepares, processes, maintains and verifies purchasing, financial and accounting documents and records; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The Accounting Technician I is the entry level class in the Accounting Technician_series and, initially under closer supervision and within well established procedural guidelines, is responsible for performing the more routine supporting accounting functions. An incumbent may advance to the next higher classification of Accounting Technician_II upon meeting the employment standards for that class and receiving approval of the Department Head. This classification is distinguished from the Accounting Technician_II classification by the lower level of complexity of the work performed and a lesser independence of operation. Incumbents in this class are expected to learn procedures and practices and to perform increasingly more complex work over a period of time.

SUPERVISION RECEIVED/EXERCISED:

Receives immediate supervision from the Revenue Services Manager or Financial Services Manager. Incumbents of this class do not routinely exercise supervision.

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

- Learns to perform the full array of duties assigned to classes in the Accounting_Technician_series including the preparation and maintenance of financial records, collection and entry of utility billing and other fees and purchasing documents.
- Learns and demonstrates an understanding of applicable policies, procedures and work methods associated with assigned duties.
- Audits and verifies figures and claims for system entry; prepares and generates appropriate reports.
- Records and checks financial transactions such as billings and license fees and prepares financial and statistical statements and reports.
- Accepts payments for utility services, various licenses, permits and fees; counts cash, makes change, and balances cash drawer.
- Explains utilities billing, business license procedures and other regulatory policies to customers.

ACCOUNTING TECHNICIAN I

Page 2

- Maintains accounts receivable; records and collects fees for services provided by the City.
- Utilizes computerized data entry equipment, various word processing and spread sheet programs to enter, store and retrieve information as requested; summarizes data in preparation of standardized reports.
- Writes check requests; prepares invoices and billing statements; collects payments for invoices and statements and maintains deposit records.
- Responds to requests for information from outside agencies regarding employees' status and wages; processes garnishments, salary and tax changes, deduction and benefit changes; prepares garnishment and step increases notifications for employees.
- Prepares journal entries to account for assets, liabilities, revenues and expenses; reconciles general ledger accounts and maintains journal ledgers
- Answers telephone and responds to inquiries providing information to employees and members of the public regarding program activities and policies.
- 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, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data on the computer, and acute hearing is required when providing phone service and communicating in person. The need to lift, drag, and push files, computer reports or other materials weighing up to 25 pounds also is required.

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_I. A typical way of obtaining the required qualifications is to possess the equivalent of one year of experience working with cash and receipts in a customer service oriented environment or the performance of related work, and a high school diploma or equivalent.

License/Certificate:

Possession of, or the ability to obtain, a valid class C California driver's license may be required for some positions.

KNOWLEDGE/ABILITIES/SKILLS *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of:

Basic principles and practices of bookkeeping and financial record keeping; basic accounting principles; basic City utility billing procedures and practices and fiscal systems and procedures; techniques for maintaining financial journals and ledgers; techniques for the preparation of financial reports; modern office practices, procedures and equipment usage; basic office/clerical procedures.

Ability to:

Accurately maintain a variety of financial records, journals and files; accurately count, record and balance transactions; independently make mathematical calculations quickly and accurately; operate a computer terminal, calculator and other office equipment; understand and carry out oral and written instructions; provide excellent customer service when dealing with irate citizens; plan, coordinate and organize work to meet deadlines; perform a wide variety of office support functions and many tasks at the same time; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing, spreadsheet, financial and other general office software applications.