

## ACCOUNTING TECHNICIAN

### DEFINITION

To perform paraprofessional accounting work in the maintenance of a departmental accounting system requiring the use and implementation of technical accounting principles and procedures.

### DISTINGUISHING CHARACTERISTICS

The classification of Accounting Technician is distinguished from classes in the Account Clerk series by the former having full responsibility for a specialized accounting support operation which requires a thorough understanding of an established accounting system, substantial subject matter knowledge, and the ability to apply basic accounting principles to a variety of transactions. Incumbents may have functional and/or technical supervision over a small fiscal support unit that performs routine or moderately difficult accounting work. The emphasis of this classification is not on supervision but on the performance of difficult and responsible paraprofessional accounting work in support of an accounting system.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher-level supervisory or management staff; may provide functional supervision to clerical or accounting clerical staff.

### EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

Performs a variety of complex technical accounting duties in support of the assigned department's functions and specific accounting system, ensuring compliance with all applicable laws, regulations, and County policies and procedures.

Assists supervisor in maintaining effective accounting control in daily financial / fiscal activities.

Audits accounting records and reports for accuracy, completeness and compliance with policies and procedures as required.

Prepares journal entries for a variety of department accounts; posts entries to general ledger; reconciles balances; transfers funds as directed.

Records and checks financial transactions; updates, balances and reconciles financial statements.

Accounting Technician  
Rev.- 01/01/06  
Rev.- 01/01/07  
Rev.- 07/01/07  
Rev.- 01/01/08

M.O. #8-1/04/06  
M.O. #19b-1/4/07  
M.O. #19b-1/4/07  
M.O. #19b-1/4/07

Prepares a variety of financial statements including worksheets, balance sheets, income statements and adjusting / closing balance sheets.

Maintains departmental expenditure and revenue records.

Prepares financial and statistical reports on the status of applicable revenues and expenditures, which may include accounts receivable, accounts payable, tax rolls and tax funds, etc.

Assists in the preparation of the departmental / County budget(s); compiles and reviews budget data, and prepares and balances budget schedules.

Prepares a variety of accounting / statistical and routine reports, records and spreadsheets with accuracy and in a timely manner.

Calculates department payroll.

Maintains petty cash funds.

Establishes and maintains accounting records and files with accuracy.

Performs specialized accounting work as assigned, which may include such duties as tax collection and reporting, preparing disbursements, maintaining automated accounting systems, monitoring and auditing inventory records, handling department procurement procedures, preparing and processing client/customer billing and collections, maintaining grant / loan program accounts and records, etc.

Attends various staff, County and intra-agency meetings as required.

Receives and responds to inquiries and requests for assistance from County staff, auditors, and the general public.

Provides functional and technical supervision of lower-level accounting / clerical staff as assigned.

Performs routine clerical work as required, including but not limited to typing reports, copying and filing documents, entering computer data, answering the telephone, greeting and assisting customers, etc.

Performs related duties as assigned.

#### QUALIFICATIONS:

##### Knowledge of:

Pertinent federal, state and local laws, codes and regulations.

Principles and practices of bookkeeping and accounting.

Principles of supervision and training.

Principles and practices of government budgeting.

Principles and practices of financial record-keeping and reporting.

Principles and application of data processing systems.

Modern office procedures, methods and technology.

Basic arithmetic.

English usage, spelling, grammar and punctuation.

Ability to:

Understand, interpret and apply pertinent federal, state and local laws, rules and regulations.

Supervise and train assigned clerical staff.

Prepare accurate and complete financial statements and reports from accounting data.

Maintain a variety of financial records and files.

Make mathematical computations quickly and accurately.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES

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

Experience:

Three years of responsible technical and/or clerical accounting or bookkeeping experience preferably including one year in the reconciliation of governmental budget accounts.

Training:

Equivalent to the completion of the twelfth grade, supplemented by courses in bookkeeping, accounting or a related field.

Substitution: Completion of 12 semester units or 18 quarter units in accounting from an accredited college or university may be substituted for one year of the required experience.

Classification Code:	4032135
Bargaining Unit:	40
FLSA Status:	Y
Workers' Compensation Code:	8810
Pay Table:	CNTY
Range:	270