



Accounting Technician

Class Code:
Acct Tech - MSS

Bargaining Unit:

CALHR

Established Date: Sep 1, 1973

Revision Date: Feb 9, 2016

CLASS DEFINITION AND DESCRIPTION:

Under limited supervision, the Accounting Technician performs the more difficult and technical sub-professional accounting work required in the maintenance of fiscal and statistical records; prepares and assists in the preparation of financial statements, documents, analysis, and reports; maintains accounting records, reports, and manual or computer-based accounting systems; and performs related work as required.

The Accounting Technician is a single level specialized class with responsibility for maintaining a variety of complex departmental fiscal records, computer-based accounting systems, or broad accounting functions. The Accounting Technician differs from the Account Clerk III in that the former requires sustained use of a high degree of independent judgment and interpretive ability. The Accounting Technician differs from the higher class of Accountant I in that the latter is the entry level into the professional accountant series, performing professional accounting work.

TYPICAL DUTIES, EMPLOYMENT STANDARDS AND KSAS:

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

- Maintains journals and general ledgers of financial transactions and prepares analytical reports on revenues and expenditures. Independently performs complex and technical audits based on analysis and interpretation of financial information.
- Prepares calculations for billing for services provided by the county.
- Appropriately distributes funds in accordance with state and federal regulations.
- Maintains ancillary, general, statistical, and cost records. Examines and reviews account records, adjusting balances and reconciling accounts.
- Prepares and processes materials that require the analysis of source material and a thorough familiarity with policies, procedures, terminology, and various applicable laws in order to obtain the necessary data.
- Compiles a variety of narrative and statistical reports, locates sources of information, devises forms to secure data, and determines proper format for finished reports.
- Answers questions that involve searching for and abstracting technical data and detailed explanations of laws, policies, or procedures, referring only matters requiring policy decisions to the supervisor.

- May operate automated systems and trouble-shoot problems related to the production of fiscal and statistical reports and related documents.
- May be responsible for a billing and statistical record keeping operation.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Basic budget preparation procedures.
- Grammar, vocabulary, spelling, punctuation, and composition.
- Methods, practices, and automated systems used in the development, maintenance, and control of fiscal and accounting work.
- Basic governmental accounting principles and procedures.
- Purposes and methods of financial record keeping.
- Computer terminology and computer keyboard arrangement.

Ability to:

- Demonstrate mathematical aptitude.
- Enter data accurately into automated system.
- Prepare financial reports and maintain ledgers and journals.
- Independently perform varied and responsible technical accounting assignments.
- Establish and maintain effective working relationships.
- Follow written and oral directions and instructions.
- Analyze data and draw logical conclusions.
- Common spreadsheet and database software packages.
- Communicate effectively both verbally and in writing.
- Maintain confidentiality.

MINIMUM QUALIFICATIONS:

One (1) year as an Account Clerk III in an Interagency Merit System (IMS) County;

OR

Two (2) years as an Account Clerk II in an Interagency Merit System (IMS) County;

OR

Three (3) years of full time experience in the maintenance and review of fiscal, financial, accounting or statistical records; 12 semester units or 18 quarter units in accounting, business math, bookkeeping or a closely related field may be substituted for one year of the experience in this pattern;

OR

An Associates of Arts degree in Accounting and six months of full time experience in the maintenance and review of fiscal, financial, accounting or statistical records.

SPECIAL AND DRIVER'S LICENSE REQUIREMENTS:

Some positions in this classification may require possession of a valid California driver's License. Employees who drive on County business to carry out job-related duties must possess a valid California driver's license for the class of vehicle driven and meet automobile insurability requirements of the County. Eligibility for employment for those who do not meet

this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.

HISTORY INFORMATION:

Established: 9/1/73

Revised: 7/1/03

Revised: 6/6/14

Revised: 9/17/15

Revised: 2/9/16