

**MEETING DATE:** 08/14/06

**AGENDA ITEM:** Approval of the Revised Classification Specification for Accounting Technician

**ATTACHMENTS**

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## ACCOUNTING TECHNICIAN

### DEFINITION

Occupants of this classification are in the classified service. This is a first level supervisory position in the professional accounting series. The positions assigned to this classification perform difficult accounting work under the supervision of an Accounting/Treasury Division Manager, including the compilation and verification of difficult, complex, financial and statistical data for specific organizational units or projects such as accounts receivable, account payable or perform complex tax collection/analysis procedures under the direction of a Treasury Division Manager.

### SUPERVISION RECEIVED AND EXERCISED

This position Employees assigned to this classification may reports to a Deputy City Treasurer, Treasury Division Manager, Accounting Division Manager, or Senior Accountant. Responsibilities include direct supervision of Senior Account Clerks and Account Clerks.

### ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Assures the proper maintenance of various ledgers, journals, accounts, and other similar accounting records pertinent to the specific assignment. Prepares reports, summaries, balances, and identifies problems and recommends solutions for assigned responsibilities.
2. Operates a variety of office machines including calculators, typewriters, data processing terminals, personal computers and other machines in the performance of accounting functions.
3. Supervises the quality and quantity of the work of Senior Account Clerks and Account Clerks by reviewing progress to determine if work schedules are being met.
4. Identifies better methods for meeting services demands through streamlining and improving work methods, and tests these possible improvements.
5. Oversees one or more facets of the accounting functions assigned such as payables, receivables, retirement contribution accounting, insurance billings and payments, leave accrual records and adjustments and related tasks. Prepares, maintains, validates, and audits records assuring the proper and accurate maintenance of records. Prepares checks, various records, and reports. Promptly corrects errors and makes changes to records. Keeps records in a current and up-to-date status. Reconciles registers.
6. Audits/compars invoices against services rendered by checking the invoices against purchase orders and requisitions to ensure the correct billing for services rendered. Follows up and corrects any discrepancies in invoice transmittals, billed prices, discounts and terms of payment, withholds payments of invoices pending submission of sufficient evidence of the claim. Contacts vendors to rectify errors, reconcile statements, and expedite payments. Processes invoices for payment.
7. Maintains automated accounts receivable systems and oversees collection procedures which include preparing and mailing invoices, determining penalties, following up by telephone and by mail. Types and mails various types of insurance forms. Determines bad debt based on established policies. Sends bad debts to collection agencies and oversees small claims function.
8. Monitors cash flow and tracks investment transactions.
9. Performs complex procedures involved in tax administration such as auditing business tax renewals, utility users tax returns and transient occupancy tax returns.
10. May supervise the business tax renewal process.

11. Provides objective and constructive construction input for the performance evaluation of subordinates.
12. May provide support to the Committee on Permits and Licenses.

### **MINIMUM KNOWLEDGE, SKILL AND ABILITY**

#### **Knowledge of:**

- Methods, practices, and terminology used in governmental financial recordkeeping work.
- Practices related to accounting systems.
- Computer terminals and personal computers and their operations.
- Municipal tax administration.
- General office practices and business methods.
- Principles of supervision.
- Complex Enterprise Resource Planning (ERP) Systems; JD Edwards Financials desirable.

#### **Skill and Ability to:**

- Operate calculators and computer terminals.
- Perform arithmetical mathematical computations rapidly and accurately.
- Maintain difficult and complex financial or statistical data and records.
- Apply controls and procedures pertaining to maintenance of various sets of accounts.
- Establish and maintain an effective working relationship with supervisors, other employees, and the public.
- Supervise others.
- Lead the work of an assigned function in order that deadlines and standards for accuracy and detail are fully achieved.
- Work independently in the absence of supervision.
- Interpret and effectively apply rules and regulations and effectively applying to assigned work.
- Communicate effectively in both verbal and written form.

### **TRAINING AND EXPERIENCE**

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: an accredited Associate of Arts degree in accounting with coursework in business administration and supervision, and five years of experience, preferably in municipal or governmental accounting.

### **PHYSICAL REQUIREMENTS AND WORKING CONDITIONS**

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Perform work which is primarily sedentary.
- Is subject to office environmental conditions.
- May be required to work at a video display terminal for prolonged periods.