

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: SENIOR ACCOUNTING TECHNICIAN

DATE: 7/1/2022

JOB CODE: 21720

FLSA STATUS: NON-EXEMPT

UNIT REPRESENTATION: GENERAL

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DUTIES SUMMARY

Under direction, to perform highly specialized and responsible technical/para-professional level financial record keeping, accounting, and auditing work in connection with the preparation, review, and maintenance of financial and statistical records; to serve as a lead and resource to subordinate staff of the division; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

The class of Senior Accounting Technician is the advanced technical and para-professional level in the financial record keeping series. Supervision is received from the Senior Accountant or higher-level management as assigned. Incumbents may provide lead direction over Accounting Technicians on an assignment or project basis.

EXAMPLES OF DUTIES

The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:

- Provide courteous and expeditious customer service to the general public and City and Department staff;
- Routinely adhere to and maintain a positive attitude toward City and Department goals;
- Perform complex financial record keeping and analytical duties requiring a thorough understanding of the accounting system;
- Void accounts payable and customer refund checks and compile documentation; create and enter journal entries for voided checks;
- Assign and update computer system regarding accounts receivable customer information;
- Prepare accounts payables for payment; prepare accounts receivables billings; monitor, prepare statements, final notices, and reports of delinquent accounts receivable;
- Assist, monitor, and train subordinate staff members in accounting and record keeping procedures;

- Prepare journal entries; reconcile records to established balances, identifying and resolving discrepancies;
- Calculate and prepare refunds for customer deposits for services rendered;
- Maintain financial records for specially funded projects, accounting for revenues and expenditures to determine eligible expenditures to charge to grant and contract programs;
- Prepare and balance daily cash receipts, posting to appropriate ledgers and preparing daily and monthly deposit summaries and schedules of cash fund balances;
- Prepare and review billings and documents for adequacy and accuracy.
- Audit and correct accounts payable and prepare periodic reports of sales and use tax;
- Allocate costs to appropriate ledger accounts; develop accounting procedures to meet specific requirements;
- Establish and maintain filing and record keeping systems in accordance with Department policy;
- Compile and provide information to staff regarding accounts for a variety of narrative and statistical reports;
- Compose correspondence requiring use of judgment based upon a thorough knowledge of functions and procedures;
- Make entries to general and subsidiary ledgers; prepare periodic financial reports and statements; participate in year end closing of books, analyzing accounts, preparing schedules, preparing journal entries, balancing accounts, and assisting auditors by researching information needed;
- Make mathematical calculations; check various statistical and accounting tables and reports; audit accounts, records, programs and cash; use double-entry bookkeeping to balance accounts;
- Research and answer technical questions;
- Access, retrieve, and input varied data from computer systems;
- Work closely with Department management in the implementation of software applications;
- Operate a calculator, computer, facsimile, scanner, photocopier, and related equipment;
- Answer telephone, process mail, prepare routine forms, schedules, statements, correspondence, checks, lists, reports, and related documents.

GENERAL QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Advanced office and record keeping methods and practices;
- Computer operating methods as it relates to accounting;
- English usage, spelling, grammar, and punctuation;

- Business math;
- Word processing, spreadsheet, and/or database software at an advanced proficiency level.
- Principles and practices of double entry bookkeeping;
- Advanced office procedures and equipment;
- Governmental accounting principles, procedures, and terminology;
- Advanced account record keeping procedures pertinent to the assignment of the position;
- Basic principles of supervision and training;
- Basic public relations.
- Basic customer service principles.

Ability to:

- Operate a computer and keyboard accurately and efficiently;
- Understand pertinent procedures and functions quickly and apply without immediate supervision;
- Operate a calculator by touch;
- Maintain accurate and interrelated financial records, and identify and reconcile errors;
- Perform advanced technical level financial record keeping and statistical office/ administrative work;
- Accomplish difficult financial accounting work involving independent judgment;
- Classify fiscal documents and transactions;
- Apply accounting, auditing, and financial analysis principles to specific work assignments;
- Examine and verify financial documents and reports;
- Write legibly;
- Speak clearly and distinctly;
- Read, understand, and apply difficult materials;
- Make comparisons quickly and accurately;
- Prepare clear, concise, and easily understood statistical and narrative reports;
- Establish and maintain filing and record keeping systems;
- Train, check work, and provide corrective guidance to subordinates;
- Understand and carry out oral and written instructions with substantial independence;
- Establish and maintain effective relationships with those contacted in the course of work.

- Utilize word processing, spreadsheet, and database programs at an advanced level, including development of advanced level spreadsheets with formulas and calculations of complex difficulty.
- Maintain a driving record which meets Vehicle Code Standards and is acceptable to the Department and its insurance carrier.

MINIMUM QUALIFICATIONS

Education: Graduation from high school, or equivalent, supplemented by successful completion of college level course work in accounting; and

Experience: Five (5) years of advanced and technical level financial accounting experience; advanced level proficiency in word processing, spreadsheets, and/or databases; and keyboarding speed of 30 wpm is required.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Class "C" California driver's license. For out of state applicants, a valid driver's license is required and a valid Class "C" California driver's license must be obtained within ten (10) days of appointment (CA Vehicle Code 12505c).

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Incumbents require sufficient mobility to work in an office setting and operate office equipment, transport materials and supplies weighing up to 25 pounds, and to travel to various locations. Must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CAREER LADDER

From: Sr. Accounting Technician

To: Accountant I

To; Accountant II

Job Description:

BOWC Approved:
Rev. Appr:

8/24/2004

9/5/2006

10/3/2017

6/28/2022

Testing Standards: App Rev/Supp App Rev/ Typing 30 wpm