

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: ACCOUNTING TECHNICIAN I/II

DATE: 10/3/2017

JOB CODE: 21716/21712

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 close to general supervision, to perform varied specialized and responsible financial record keeping work of average difficulty in connection with the preparation, review, and maintenance of financial and statistical records; to perform varied general office/administrative duties; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

Accounting Technician I

The class of Accounting Technician I is the entry level class within the Accounting Technician series and is expected to perform assigned finance related duties and responsibilities. Incumbents within this class initially perform routine and less complex accounting related responsibilities, however, steadily receive more complex duties as experience is gained. Incumbents normally work under close and continuous supervision performing repetitive or closely related duties according to established procedures. This class is distinguished from the Accounting Technician II in that an incumbent is expected to perform assigned duties under direct supervision while learning the duties of the position. Typically incumbents can generally expect to progress to the higher level class of Accounting Technician II after gaining the requisite experience and demonstrating proficiency and full performance at the higher level

Accounting Technician II

The Accounting Technician II is the journey level class within the Accounting Technician series and is responsible for performing a full range of accounting and financial transaction related duties. Incumbents within this class are expected to demonstrate a complete understanding of all applicable policies, procedures, and work methods associated with assigned duties. Incumbents may often have contact with other Department or City employees, businesses, and the public. This class is distinguished from the lower level class of Accounting Technician I in that incumbents are expected to perform assigned duties with minimal supervision and at an independent level.

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 maintains a positive attitude toward City and Department goals;
- Perform account record keeping and analysis of average difficulty in an assigned area of responsibility;
- Assemble and code accounts payable documents for data entry;
- Research packing slips and invoices, and obtain necessary documentation and authorization for payment;
- Check prices, extensions, taxes, and discounts; batch documents for computer input;
- Enter vendor numbers, purchase order numbers, account numbers, amounts of payables, and related data into computer;
- Reconcile routine vendor statements to invoices payable; handle vendor inquiries and resolve routine complaints; contact vendors for proper tax identification numbers and related data;
- Process data for check run; sign and distribute checks;
- Process and prepare payments for employee travel and meeting reimbursement, encumbering appropriate accounts;
- Process and prepare payments for deposit refunds and credit refunds on customer accounts;
- Verify accuracy of data on closing bills;
- Research and answer customer inquiries regarding monies due, deposits, and refunds;
- Collect, sort, and post bills, invoices, receipts, and other data;
- Post, check balances, and adjust accounts; perform routine journal entries;
- Make arithmetical calculations and check various statistical and accounting tables and reports;
- Reconcile records to established balances, identifying and/or resolving discrepancies;
- Record, calculate, and post equipment usage to worksheet summary;
- 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:

- Modern office equipment and procedures;
- Computer operating methods;
- Basic English usage, spelling, grammar, and punctuation;

- Business Math;
- Intermediate level financial record keeping methods;
- Governmental accounting related to purchase orders, encumbrances, and check processing;
- Word processing, spreadsheet, and/or database software at an intermediate proficiency level;
- Basic customer service principles.

Ability to:

- Operate a computer accurately and efficiently;
- Understand pertinent procedures quickly and apply them without immediate supervision;
- Operate a calculator by touch;
- Maintain accurate and interrelated financial records, and identify and reconcile errors;
- Perform intermediate level financial record keeping and statistical office/administrative work;
- Write legibly;
- Speak clearly and distinctly;
- Make comparisons quickly and accurately;
- Maintain alpha and numeric manual and electronic filing systems;
- 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 intermediate level, including development of intermediate level spreadsheets with formulas and calculations of average difficulty;
- Maintain a driving record which meets Vehicle Code Standards and is acceptable to the Department and its insurance carrier.

MINIMUM QUALIFICATIONS

Accounting Technician I

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

Experience: One (1) year of entry level financial record keeping experience; basic level proficiency in word processing, spreadsheets, and/or databases; and keyboarding speed of 30 wpm is required.

Accounting Technician II

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

Experience: Two (2) years of intermediate level financial record keeping experience; intermediate level proficiency in word processing, spreadsheets, and/or databases; and keyboarding speed of 30 wpm is required. Experience in a public agency is desirable.

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: Accounting Technician I

To: Accounting Technician II

To: Sr. Accounting Technician

Job Description:

BOWC Appr:

Rev. Appr.:

1986

5/22/2001

8/24/2004

10/3/2017

Testing Standards: App Review/Supp App Review: