

CLASSIFICATION SPECIFICATION



CLASSIFICATION: Accounting Technician
ALLOCATION: County-wide
FLSA STATUS: Non-exempt
UNION AFFILIATION: YCEA

ESTABLISHED: Circa 1990
REVISED: April 2012

JOB SUMMARY:

Under general supervision perform a variety of technical accounting work involving centralized payroll functions, billing, claims, accounts payable, tax billing and collection, financial and accounting support; research and compile a variety of statistical reports and submit to appropriate department, County staff or regulatory agency; monitor expenditures as they relate to the management of grants and perform other duties as assigned. Occasional instruction or assistance is provided as new or unusual situations arise, and incumbents are fully aware of the operating procedures and policies of the work unit.

This is the journey level in the technical accounting series.

CLASS CHARACTERISTICS:

This position reports directly to an Administration and Accounting Supervisor or an appropriate manager depending on department assignment. This class is distinguished from Senior Accounting Technician in that the latter performs advanced journey level work and may provide lead direction to assigned staff.

EXAMPLES OF DUTIES:

Essential:

- Perform technical, complex accounting and financial transactions.
- Prepare and maintain computerized financial spreadsheets for ledgers, trusts and statistical records.
- Prepare monthly, quarterly, and annual Federal, State and other statistical, accounting and financial reports with County-wide or significant departmental impact.
- Review and reconcile various reports and journals, general ledgers, budget, tax, revenue or related financial or business data; prepare journal entries.
- Process and reconcile a variety of charges; calculate, prorate and journal amounts per department.
- Audit accounts by verifying balances against beginning and ending information; ensure that accounting principles and procedures are met.
- Receive and review grant invoices; resolve discrepancies; identify grant allocations; process for payment; track payroll; and create expenditures reimbursement.
- Review, interpret, explain and apply various policies, regulations, and laws.
- Prepare correspondence and personally contact the public, vendors and outside agencies regarding assigned functions.
- Provide information to the public, employees, clients, business owners, and the courts regarding assessments, billings, and related financial activities.
- Assist with cost accounting and budget preparation.
- Prepare and maintain billings for services rendered; track receivables.
- Receive and balance monies from and prepare revenue distribution documents for County departments; post revenue daily; prepare journal entries.
- Provide information to the public or to County staff that requires the use of judgment and the explanation of policies, rules or procedures.
- Recommend modifications to policies, procedures and forms; implement changes after approval.
- Conduct and follow through on a variety of special projects, which may involve research and summarization of information.
- Research and purchase supplies and equipment for assigned departments.
- Build and maintain positive working relationships with co-workers, other County employees and the public using principles of good customer service.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Use standard office equipment, including a computer, in the course of the work; may drive a motor vehicle to attend meetings and visit work sites.

EMPLOYMENT STANDARDS:

Knowledge of:

- Policies and procedures related to the functional area(s) to which assigned.
- Business arithmetic, algebra, statistics and their applications.
- Applicable laws, codes and regulations.
- Financial recordkeeping and bookkeeping practices and techniques.
- Principles and practices of auditing financial documents and records.
- Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Basic budgetary practices and terminology.
- Modern office equipment, methods, procedures, and computer hardware and software.
- The structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

Skill in:

- Performing technical, specialized, complex and difficult payroll, billing and other accounting support work.
- Interpreting, applying and explaining laws, codes and regulations.
- Analyzing budget, technical reports, financial statements, and spreadsheets.
- Organizing, researching and maintaining accounting and office files.
- Making accurate arithmetic calculations.
- Reviewing financial documents for completeness and accuracy.
- Reviewing, posting, balancing and reconciling a variety of statistical and financial records.
- Preparing accurate and timely billings and reports.
- Operating standard office equipment.
- Organizing own work, setting priorities and meeting critical deadlines.
- Communicating clearly and concisely, both orally and in writing.

Ability to:

- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Use initiative and independent judgment within procedural guidelines.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Generally a typical office environment.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- May be required to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.

Special Requirements:

- May be required to successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting and/or credit check prior to hire.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

MINIMUM: An Associate's degree from an accredited college with course work in accounting, bookkeeping, or a related field; and two years of experience at a level equivalent to the County's classification of Accounting Specialist.

Candidates with strong experience who lack the degree are encouraged to apply.

PREFERRED: In addition to the minimum, additional years of experience as described above.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Human Resources Approval: Martha K. Wilson
Date:

EEOC: F
WC: 8810.1

Human Resources Approval: Iva Seaberg
Date:

Signature: _____

Signature: _____