



## CITY OF CITRUS HEIGHTS

### ACCOUNTING TECHNICIAN

#### **DEFINITION**

Under general supervision, performs a variety of technical accounting duties involved in the preparation, review, and maintenance of accounts payable, accounts receivable, payroll, permit processing, and/or cashiering; and preparation of schedules, reconciliations, and journal entries and other duties as assigned.

#### **DISTINGUISHING CHARACTERISTICS**

Employees at this level perform the full range of duties as assigned, working independently and exercising judgment and initiative. Receiving only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

#### **SUPERVISION RECEIVED AND EXERCISED**

- Receives direction from an assigned supervisor.
- May exercise technical and functional supervision over administrative personnel.

#### **EXAMPLES OF DUTIES** - Duties may include, but are not limited to, the following:

- Maintain accounting records, databases, or systems such as accounts payable, accounts receivable, payroll, cash receipts, housing stock and other functional assignments.
- Recommend and assist in the implementation of department goals and objectives; establish schedules and methods for accounting related functions; implement policies and procedures.
- Post and maintain various ledgers, registers and journals according to established account classifications.
- Audit invoices, verify encumbrances, research discrepancies; approve payments and post to the proper account.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Calculate and process payroll for staff and elected officials; determine tax deposits, benefit and other deductions and related adjustments, track accruals, and process direct deposits.
- Prepare and process vendor and other checks and statements.
- Process payroll garnishments, levies, and court orders as required by law; provide W-2 and related required payroll documents and notices to employees; electronically transmit financial data; and process other miscellaneous deductions.
- Receive applications and forms from the public for permits and licenses and other applications; approve, process, and record payments; handle and reconcile cash; issue receipts; and maintain logs, ledgers or inventories as assigned.
- Perform general accounts receivable functions, receive payments and reconcile with statements or invoices for accuracy and additional charges relating to amounts due, process related paperwork, post and update account information.
- Plan and coordinate the annual housing stock billing cycle, prepare bills and notices, respond to inquiries, process checks and track payments.

- Perform general accounts payable functions, create vendor accounts, process and code invoices for payment, review for completeness and accuracy; input information; prepare and mail various checks; prepare and track annual reporting forms post or reconcile expenditures.
- Reconcile general ledger accounts with various registers.
- Provide technical information and instruction regarding applicable procedures and methods; interpret and explain rules and regulations, answer questions and resolve problems or complaints, maintain knowledge of applicable laws, procedures and new developments.
- Prepare, compile, tabulate and maintain data, complex documents and assist with highly technical financial, statistical and operational reports, statements and records; enter data, calculate, reconcile and create or update records.
- Prepare monthly task reconciliations and associated journal entries.
- Prepare summary sheets for use of supervisor or auditors in preparing financial statements, assist with preparation of trial balances and budget documents and perform research.
- Provide technical assistance and guidance to less experience accounting and general clerical staff as needed.
- Provide information on complex or sensitive issues which require interpretation of Department and city policies and regulations; provide customer and public assistance.
- Receive complaints and exercise judgment in determining proper course of action.
- Prepare, process, review and check documents, records and forms for accuracy, completeness and conformance to applicable policies, rules and regulations. Perform follow-up procedures when compliance is not being achieved.
- Prepare and maintain procedure manuals for the functional area of assignment.
- Ensure that work is handled on a priority basis, organized, and completed in a timely manner.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- Generally accepted accounting principles; mathematics related to accounting processes; internal controls appropriate to accounting procedures.
- Municipal accounting systems, procedures and requirements.
- Principles and practices of financial record keeping and reporting.
- Pertinent local, State and Federal laws, ordinances, City functions, policies, rules and regulations affecting assigned function.
- Methods and techniques of cash handling.
- Modern office procedures, methods and computer equipment including computer-based accounting systems.
- English usage, grammar, punctuation and business letter writing.
- Techniques and methods of report writing.
- Principles and practices of working safely.
- Public relations/customer contact skills.

**Ability to:**

- Organize, plan, schedule and implement administrative and accounting clerical operations and related special projects.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; research, identify and interpret technical and numerical information, observe and problem solve operational and technical policy and procedures.
- Interpret, input, retrieve and transmit statistics and other complex communications to and from the public or computer; analyze data and draw sound conclusions.
- Process accounts payable and accounts receivable, prepare checks, process invoices, create and maintain accounts, manage and reconcile cash, maintain inventories, logs, and ledgers.
- Perform job tasks with minimal supervision.
- Accurately and quickly input detailed data, perform mathematic computations, use specialized software, word processing, spreadsheets, database and 10 key adding machines; fully operate a computer terminal for data entry, inquiry and report generation.
- Prepare and use computerized spreadsheets for analytical purposes.
- Perform mathematical calculations, postings and comparisons rapidly and accurately.
- Interpret and apply administrative and departmental policies, law and rules; analyze situations carefully and adopt an appropriate, effective course of action; understand and communicate to ensure adherence to the administrative and departmental principles, rules, regulations and procedures involved in the area of assignment.
- Maintain composure and exercise good judgment when answering demanding questions.
- Identify and troubleshoot problems with minimum supervision.
- Provide high quality, economical services to the Citrus Heights community, placing emphasis on responsive customer service.
- Demonstrate a civic entrepreneurial spirit by generating new, innovative ideas and development of better methods to accomplish tasks and complete projects.
- Foster an environment that embraces diversity, integrity, trust and respect.
- Be an integral team player, which involves flexibility, cooperation and communication.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Use principles of effective office safety including use of equipment in a proper and safe manner, use of preventative personal ergonomic techniques, and maintenance of safe housekeeping in personal and common workspaces.
- Communicate clearly and concisely, both orally and in writing.
- Operate a personal computer with proficiency and familiarity.

**Experience and Training**

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of increasingly responsible technical level experience in accounting or finance. Associates or Bachelor's degree maybe substituted for work experience.

**Training:**

Equivalent to the completion of the twelfth grade. College course work in accounting or related field is desirable.

**License or Certificate:**

May need to possess a valid California driver's license and proof of automobile liability insurance as required by the position.

**PHYSICAL/SENSORY REQUIREMENTS**

On a continuous basis, sit at desk and/or stand for long periods of time; intermittently twist to reach office equipment; and write or use a keyboard to communicate through written means; perform simple grasping and fine manipulation; use telephone; run errands; lift or carry weight of 20 pounds or less.

<b>File:</b>	Accounting Technician
<b>FLSA:</b>	Non-exempt
<b>Created:</b>	03/05/2018
<b>Revised:</b>	3/8/2019 Update language 2/9/2022 Update Experience