

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Accounting Technician	Job Family: 2
General Classification: Front-Line	Job Grade: 15

Definition: To facilitate the accurate processing of the City's finances (e.g., accounts payable, accounts receivable, cash receipting, utility billing, payroll, budget, etc.), ensure correct data is transferred to the appropriate systems in the area of assignment, and assist personnel Citywide in general clerical accounting matters.

Distinguishing Characteristics: This is the advanced journey-level class in the Account Clerk series. Positions at this level are distinguished from the other classes within the series by the level of responsibility assumed and the complexity of duties assigned, including responsibility for the full range of accounting clerical duties related to the area of assignment (e.g., accounts payable, accounts receivable, cash receipting, utility billing, payroll, budget, etc.). Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility and are able to perform their duties independently.

Receives direction from professional and management staff.

Exercises technical and functional supervision over lower-level accounting clerical positions and may act as a lead over a designated work unit.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Perform the most complex technical and clerical accounting duties of assigned function; to prepare, maintain, and process accounting records and financial transactions.
2. May act as lead over others in support of division activities.
3. Maintain the necessary accounting records to support processed transactions related to area of assignment; prepare cash deposits as necessary.
4. Perform reconciliation of records of assigned function; verify accounting entries in order to determine the accuracy of each account or record; prepare and maintain subsidiary ledgers.
5. Process, code, enter, upload, and verify numerical or financial data related to area of assignment into appropriate accounting/banking system(s) with accuracy; distribute data to appropriate department upon completion of assigned process.

6. Accurately compile financial and statistical information; download, export and format files from accounting/banking system(s) to compile data.
7. Accurately prepare technical reports and documentation related to area of assignment; compile and prepare reports based on State and Federal requirements; provide technical support to assigned supervisory personnel; research and accurately compile technical information related to area of assignment.
8. Respond to questions and concerns from operating departments and the public regarding area of assignment; correct errors in documents as necessary; explain processes and systems to City employees, the public, and vendors.
9. Provide technical support as required and substantial oversight of computerized applications related to area of assignment.
10. Perform general bookkeeping and accounting for special projects.
11. Monitor progress payments on contracts, accounts receivable, or related area of assignment, and assure all payments are consistent with terms of contract or agreement; assure contracts are prepared according to City policy.
12. Research and interpret rules and regulations, contracts, policies and procedures, memorandum of understanding, or other documents as they are related to the assigned area of responsibility and accurately apply such interpretation in the performance of assigned responsibilities.
13. Perform testing in the financial system related to regular tasks and area of assignment as needed.
14. Perform other related duties as assigned.

Minimum Qualifications:

Knowledge of: Pertinent rules, laws, and policy regarding accounting methods; methods, practices, and terminology used in accounting clerical work; basic English and arithmetic; modern office procedures, methods, and computer equipment, including Microsoft Office applications, accounting software, and database applications such as FileMaker.

Ability to: Post, check, balance, and reconcile accounts; make mathematical computations rapidly and accurately; assist supervisor and Accountants in more complex accounting projects; compile complex data and records for accounting reports or as requested by departments; provide information on departmental procedures to others; act as lead in a section of the department; operate automated office equipment and use a computer-based accounting system and download and upload files accurately; use a calculator, adding machine, and other office machines; accurately and thoroughly complete assignments under the pressure of deadlines while effectively handling several assignments at once; work independently with minimal supervision; prioritize assignments; develop and maintain accurate record-keeping systems; maintain confidentiality; use good judgment; operate a personal computer using Microsoft Office applications, accounting software, and database applications; ability to communicate clearly both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines: Combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Three years of increasingly responsible accounting clerical experience. Equivalent to an associate of arts degree in accounting or a related field. Additional experience may be substituted for some of the required education on a year-to-year basis.

Established: January 1994

Revised: March 2018

HRD/CLASS SPECS

Accounting Technician