

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: SENIOR ACCOUNTING TECHNICIAN

DATE: 9/27/2006

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 Sr. Accounting Technician is the advanced technical and para-professional level in the financial record keeping series. Supervision is received from the Principal Accountant or designee. Incumbents may provide lead direction over Accounting Technicians.

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:

- Provides courteous and expeditious customer service to the general public and City Department staff;
- Routinely adheres to and maintains a positive attitude towards City and department goals;
- Performs complex financial record keeping and analytical duties requiring a thorough understanding of the accounting system;
- Assists, monitors and trains subordinate staff members in accounting and record keeping procedures;
- Sets up, posts, maintains and closes out construction order records, including entries for materials, equipment, services and labor charges;
- Computes labor and equipment applicable to general ledger accounts and construction order records; prepares periodic reports of status of construction work orders;
- Calculates and prepares refunds for customer deposits for services renders;

- Maintains financial records for specially funded projects, accounting for revenues and expenditures to determine eligible expenditures to charge to grant and contract programs;
- Prepares and balances daily cash receipts, posting to appropriate ledgers and preparing daily and monthly deposit summaries and schedules of cash fund balances;
- Prepares and reviews billings and documents for adequacy and accuracy.
- Assigns and audits account and vendor numbers and prepares accounts payables for payment; prepares accounts receivables billings; monitors, prepares statements and reports of delinquent accounts receivables;
- Audits accounts payable and prepares periodic reports of sales and use tax;
- Maintains property ledgers, records and eliminates fixed assets, calculates depreciation and prepares journal entries; reconciles records to established balances, identifying and resolving discrepancies;
- Allocates costs to appropriate ledger accounts; develops accounting procedures to meet specific requirements;
- Establishes and maintains filing and record keeping systems in accordance with department policy;
- Compiles and provides information to staff regarding accounts for a variety of narrative and statistical reports;
- Composes correspondence requiring use of judgment based upon a thorough knowledge of the functions and procedures;
- Sets up and makes entries to general and subsidiary ledgers; prepares periodic financial reports and statements; participates in year end closing of books, analyzing accounts, preparing schedules, preparing journal entries, balancing accounts and assisting auditors by researching information needed;
- Makes mathematical calculations; checks various statistical and accounting tables and reports; audits accounts, records, programs and cash;
- Researches and answers technical questions;
- Accesses, retrieves and inputs varied data from computer systems;
- Works closely with department management in the implementation of software applications;
- Operates a calculator, computer, facsimile, scanner, photocopier and related equipment;
- Answers telephone, processes mail, prepares 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 data base software at an advanced proficiency level.
- Principles and practices of double entry bookkeeping;
- Advanced office procedures and equipment;
- Enterprise 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 data base 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

Experience: Five 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 Motor Vehicle Operator's License. For out of state applicants, a valid Driver's License is required and a valid Class "C" California Motor Vehicle Operator's License must be obtained within ten (10) days of appointment (CA Vehicle Code 12405c).

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

Job Description:

BOWC Approved:

8/24/2004

Rev. Appr:

9/5/2006

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

CSB Approved:

2/9/2016

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