

# **SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION**

**TITLE: ACCOUNTING TECHNICIAN**

**DATE: 9/14/2004**

**JOB CODE: 21716**

**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 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**

The class of Accounting Technician is the entry/journey level in the financial record keeping series. Lead direction may be received from a Senior Accounting Technician and supervision is received from the Accounting Supervisor or designee.

## **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 account record keeping and analysis of average difficulty in an assigned area of responsibility;
- Assembles and codes accounts payable documents for data entry;
- Researches packing slips and invoices, and obtains necessary documentation and authorization for payment;
- Checks prices, extensions, taxes and discounts; batches documents for computer input;
- Enters vendor numbers, purchase order numbers, account numbers, amounts of payables and related data to computer;
- Reconciles vendor statements to invoices payable; handles vendor inquiries and resolves complaints; contacts vendors for proper tax identification numbers and related data;

- Processes data for check run; signs and distributes checks;
- Checks timecards for accuracy of hours, work order numbers and account numbers;
- Files and maintains payroll records and reports;
- Prepares and delivers employee time sheets for payroll processing;
- Receives, processes and distributes reports and payroll checks in accordance with established deadlines;
- Calculates administrative salaries and benefits to be charted to the Sewer Utility;
- Processes and prepares payments for employee travel and meeting reimbursement encumbering appropriate accounts;
- Processes and prepares payments for deposit refunds and credit refunds on customer accounts;
- Verifies accuracy of data on closing bills;
- Researches and answers customer inquiries regarding monies due, deposits and refunds;
- Collects, sorts, and posts bills, invoices, receipts and other data;
- Posts, checks balances, and adjusts accounts; perform routine journal entries;
- Makes arithmetical calculations and checks various statistical and accounting tables and reports;
- Reconciles records to established balances, identifying and/or resolving discrepancies;
- Records, calculates, and posts equipment usage to worksheet summary;
- 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:**

- Modern office equipment and procedures;
- Computer operating methods;
- Basic English usage, spelling, grammar and punctuation;
- Business Math;
- Intermediate level financial record keeping methods;
- Word processing, spreadsheet, and/or data base 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 system;
- 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 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**

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

**Experience:** Two years of entry to intermediate level financial record keeping experience; and intermediate 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:** Accounting Technician

**To:** Sr. Accounting Technician  
Or  
Payroll Technician

**Job Description:**

CSB Approved:

9/14/2004

**Testing Standards:**

Open/Dept Promo/Written/Civil Service Oral:

9/14/2004