Date Adopted: 6/13/06

CITY OF GLENDORA ACCOUNTING TECHNICIAN

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.

DEFINITION

Under general supervision, performs specialized clerical work in connection with the preparation, validation, examination, coding, and reconciliation of fiscal, financial, and statistical records; performs related duties as required.

CLASS CHARACTERISTICS

This is the journey level class in the Accounting Technician series, which requires performance of more difficult tasks requiring working knowledge of fiscal and financial record keeping practices.

ESSENTIAL JOB FUNCTIONS

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

- Verifies claims, warrants, deposit slips, computer source documents, and other records for arithmetical accuracy, consistency, and budget classifications requiring application of established coding and record keeping practices. (b c d f g h i j k l m n)
- 2. Assembles, sorts, tabulates, codes, and files fiscal and statistical data; makes arithmetical calculations and verifies totals and extensions; performs computer data entry or maintains manual records to post, adjust, and balance accounts; allocates funds to correct accounts according to established procedure; balances and reconciles accounts. (b c d f g h i j k l m n)
- 3. Prepares and otherwise processes various bills and invoices; verifies that purchase orders are encumbered properly; files encumbered purchase orders; prepares entries, tabulations, standard forms, and routine documents according to specific instructions; maintains vendor W-9 forms and issues 1099 forms at the end of the year; maintains related files. (b c f g h i j k l m n)
- 4. Responds to inquiries in person or by phone, providing explanation of established procedures and work unit policies; issues routine correspondence to vendors, businesses, or the public according to established procedure. (a b c e f h i k l m o)
- 5. Processes license applications and issues licenses; provides information on license fees, regulations and home occupation requirements; assists applicants in completing forms; collects fees and issues licenses; maintains associated files and

- records; mails out Transient Occupancy Tax forms, processes forms and payments and conducts follow-ups of delinquent accounts. (a b c e f g h i j k l m n o p)
- 6. Answers customer questions and resolves complaints and problems related to the utility billing process; receives payments; processes appropriate forms/records; posts payments to accounts; computes bills for opening and closing accounts; prepares forms for field and office staff on changes of service; inputs data into computer; calculates special bills according to established procedures; assembles information regarding delinquent accounts; makes special arrangements for payment of utility billings for hardship cases within specific guidelines; researches records to correct errors in billings; makes credit adjustments and refunds; maintains related accounts. (a b c e f g h i j k l m n o)
- 7. Processes accounts receivable by issuing invoice numbers, entering invoice into the computer and accepting invoice payment. (a b c d e f g h i j k l m n p)
- 8. Reviews time records submitted by all departments to ensure conformance with appropriate policies, contracts and laws; performs all functions necessary to ensure the issuance of timely and accurate payroll checks; prepares all reports, reconciles billings and processes warrant request for payments related to payroll deductions and benefits; maintains all payroll related files. (All)
- 9. Operates cash register; accepts payments for a variety of City services; balances daily receipts to monies received and prepares revenue summary sheets; researches disputed payments. (a b c e f g h i j k l m o p)
- 10. Provides temporary and vacation relief in similar occupational fields. (All)

REQUISITE ABILITIES

The following generally describes the abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- a. Communicate clearly and concisely, both orally and in writing.
- b. Write reports and keep accurate records.
- c. Analyze data and draw logical conclusions.
- d. Assist in the preparation of financial reports.
- e. Communicate effectively with a variety of personnel and establish/maintain effective working relationships.
- f. Explain and apply policies and procedures.
- g. Reconcile differences within the record keeping system requiring an understanding of the relationship among accounting records and documents.
- h. Understand and follow verbal and written directions.

- i. Work independently.
- j. Perform mathematical computations.
- k. Operate a computer and use a variety of computer software.
- I. Operate typewriter, calculator and other common office machines.
- m. Perform clerical accounting work skillfully and accurately.
- n. Prepare manual and computerized financial reports, and maintain ledgers and journals.
- o. Resolve customer service problems effectively and tactfully.
- p. Accurately count, record and balance cash transactions and other monies received.

MARGINAL FUNCTIONS

These are position functions which may be changed, deleted or reassigned to accommodate an individual with a disability.

QUALIFICATIONS GUIDELINES

Education and/or Experience Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Successful completion of high school level bookkeeping or accounting coursework, or equivalent; and three years of clerical accounting or bookkeeping experience which included routine account record keeping, public contact, and the application of policies and procedures in the performance of assigned tasks.

Knowledge and Skill Levels

Considerable knowledge of general fiscal and financial record keeping practices; procedures, methods, and office equipment used in statistical record keeping. Skill in the operation of a variety of office equipment, including operation of a 10-key adding machine, computer or calculator at an acceptable rate.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record (may be required for some assignments).

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

<u>Environment:</u> Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with a variety of City staff and others. At least minimal environmental controls are in place to assure health and comfort.

<u>Physical:</u> Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

<u>Vision:</u> See in the normal visual range with or without correction.

<u>Hearing:</u> Hear in the normal audio range with or without correction.

Revised by Johnson & Associates LLC June, 2006