

CITY OF SIMI VALLEY

ACCOUNTING TECHNICIAN I ACCOUNTING TECHNICIAN II

*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.*

SUMMARY DESCRIPTION

Under general supervision (Accounting Technician I) or direction (Accounting Technician II), performs a variety of technical accounting duties including accounts payable, receivable, payroll functions, and reconciliation of checking accounts, in support of an assigned or ancillary division; and assists in the preparation of a variety of financial reports.

This is a broad classification with individual positions assigned to specific functional areas; duties and assignments may overlap depending on the operational needs of the department and staffing levels.

DISTINGUISHING CHARACTERISTICS

Accounting Technician I – This is the entry-level of the Accounting Technician series. This class is distinguished from the Accounting Technician II by the performance of the more routine tasks and duties assigned to positions within the series. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

Accounting Technician II – This is the full journey level class within the Accounting Technician series. Employees within this class are distinguished from the Accounting Technician I by the performance of the full range of duties as assigned. Employees at this level receive 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. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or when filled from the outside, have prior experience.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Perform a variety of computerized accounting duties including but not limited to accounts payable, accounts receivable, payroll, and checking account reconciliations.
2. Prepare and process payroll; compile payroll data from timesheets and other records; generate computer reports necessary to compute and verify payroll data; monitor employee leave accrual; audit reports and correct discrepancies; calculate withholdings; create checks; download and transmit direct deposits and related transactions; process payroll changes; prepare third party payments and respond to all questions regarding payroll.
3. Assist with the preparation of monthly, quarterly, and annual reconciliations of various fiscal processes; evaluate information derived from multiple systems and source documents; identify discrepancies and perform necessary adjustments; maintain necessary records and logs, including state and federal taxes; prepare and submit final reports.

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4. Research and prepare accounts receivable journal entries; reconcile and post cash receipts in cashiering software; code incoming checks to the correct revenue account; prepare deposits; process returned checks.
5. Perform accounts payable functions, from receipt of invoice through release of payment; receive, review, and scan invoices; compare goods receipts to invoices; and research and reconcile discrepancies.
6. Maintain records of assigned vendors; set up new vendors in the system; process changes to current vendor information.
7. Maintain the capital asset master file; enter pertinent information; scan and attach invoice to asset record; distribute asset tags to departments; maintain file for vehicle titles.
8. Process quarterly recurring payments including state taxes and fees.
9. Provide assistance and training to other departments on accounts payable processing on the City's financial system as necessary; provide technical support and respond to requests for information on system use.
10. Perform data entry functions; enter information into computer for all accounting activities.
11. Prepare financial statements and reports; assist in the preparation of the Comprehensive Annual Financial Report, special assessments, revenues, and related reports.
12. Process travel authorizations and related payments in accordance with City policy; review trip authorization for completeness; process payments; monitor reconciliation process; notify departments of issues.
13. Perform check reconciliations.
14. Serve as liaison between vendors and the City regarding accounting functions; respond to inquiries in person and on the telephone.
15. Monitor and maintain a variety of documents, records and reports; ensure that records adhere to municipal government records guidelines and laws.
16. Order and distribute office supplies for the department.
17. Act as receptionist; receive, screen and direct calls; open, sort and distribute mail.
18. Perform related duties as required.

QUALIFICATIONS

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

Knowledge of:

Principles and practices of accounting including accounts payable, receivable, and payroll preparation.

City and department policies and procedures.

Methods and techniques of basic account reconciliations.

Office procedures, methods, and equipment including computers and applicable software applications.

Principles and procedures of financial record keeping and reporting.

General government accounting principles.

Mathematical principles including business mathematics.

Proper phone techniques and etiquette.

Pertinent federal, state and local laws, codes and regulations.

Ability to:

Perform basic technical accounting functions.

Operate office equipment including computers and supporting software

Adapt to changing technologies and learn functionality of new equipment and systems.

Prepare clear and concise financial reports.

Interpret and maintain financial and accounting records.

Multi-task and prioritize under stressful situations.

Provide effective customer service to the general public and City employees.

Perform mathematical calculations.

Enter, retrieve, and interpret data from computer system.

Review and interpret accounting transactions and records.

Assist with the preparation of monthly, quarterly and annual reconciliations.

Work independently in the absence of supervision.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *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:*

Accounting Technician I

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in accounting.

Experience:

One year of responsible accounting experience is desirable. Experience performing accounting technician duties in an Enterprise Resource Planning (ERP) system desirable.

Accounting Technician II

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in accounting.

Experience:

Two years of experience comparable to an Accounting Technician I with the City of Simi Valley. Experience performing accounting technician duties in an Enterprise Resource Planning (ERP) system desirable.

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.

Environment: Standard office setting; exposure to computer screens.

Physical: Sufficient physical ability to work in an office setting; walk, stand or sit for prolonged periods of time; operate office equipment including extensive use of a computer keyboard and 10-key calculator.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

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Johnson & Associates

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