

CITY OF FOLSOM

ACCOUNTING TECHNICIAN I/II

DEFINITION

Under immediate and general supervision, perform difficult account entry and recordkeeping work in the maintenance of city financial accounts and records; assist in the preparation of financial reports and analyses. Accounting Technician IIs may oversee, monitor, and/or direct the work of lower level personnel.

DISTINGUISHING CHARACTERISTICS

The Accounting Technician I is the entry level class of the technical Accounting Technician series. Initially under close supervision, the incumbents perform the more routine duties while learning City policies and procedures and becoming familiar with the variety of departmental systems and practices. As experience is gained, duties become more diversified and are performed under more general supervision. This class is flexibly staffed with the Accounting Technician II and incumbents may advance to the higher level after one year and demonstrating proficiency that meets the qualifications.

This class differs from the Senior Account Clerk in that the former requires accounting work that is more analytical and evaluative in nature, requiring a high degree of independent judgment, bookkeeping, and technical and basic accounting principles and practices. This class differs from the higher class of Accountant in that the latter is the entry level into the professional accountant series, performing professional accounting work.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

- Compile financial data and prepare financial reports and analyses.
- Perform difficult account recordkeeping work, including, but not limited to, maintenance of journals and general ledgers.
- Input payroll and maintain payroll data.
- Prepare billings.
- Reconcile finance records.
- Act as financial information source to department staff members and city employees as needed.
- Assist other accounting staff in the performance of their functions.
- Prepare daily cash deposit for cash and checks received from city departments.
- Handle the issuance and cancellation of credit cards.
- Assist in year-end work for fixed assets, year-end report, and other fixed asset assignments received from management.

- Assist in the preparation of the department budget.
- Reconcile monthly billings and payment requests received Personnel, which may pertain to employee health and retire employee health benefits.
- Post daily journal entries and maintain reports and files.
- Audit invoices and research accounts payable and accounts receivable issues.
- Prepare and maintain monthly spreadsheets.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

NOTE: The level and scope of the knowledge and abilities listed below are related to job duties as defined under “Distinguishing Characteristics.”

Knowledge of:

- Principles and practices of financial record keeping.
- Municipal accounting and payroll system requirements and procedures.
- Principles and practices of accounting and payroll functions.
- Fund accounting and budgeting principles and practices.
- Federal and state laws pertaining to payroll and accounting procedures.
- English grammar, vocabulary, spelling, and punctuation.
- Common word processing, spreadsheet, and database software.

Ability to:

- Perform responsible and difficult account entry and recordkeeping work.
- Verify, reconcile, and balance a variety of records and information.
- Establish and maintain records, data files, and prepare reports.
- Understand and apply a variety of records and information.
- Assist in the preparation of financial statements, analyses, and budget reports.
- Effectively communicate verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Minimum Qualifications:

Accounting Technician I

Experience:

Three (3) years of full-time, increasingly responsible experience in statistical, fiscal, and accounting work.

OR

One (1) year full-time as a Senior Account Clerk with the City of Folsom.

Accounting Technician II

Experience:

Four (4) years of full-time, increasingly responsible experience in statistical, fiscal, and accounting work.

OR

One (1) year full-time experience as an Accounting Technician I with the City of Folsom.

License, Certificate, Registration Requirements:

Some positions may require possession of, or the ability to obtain and retain, a California Class C driver license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Physical Requirements:

Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. (2) Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/ Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/ Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

Information Block

Class Code:

FLSA Status:

Established:

Revised:

Retitled:

Workers Compensation Code

Bargaining Unit: