

JOB DESCRIPTION

Accounting Technician II Accounting Technician I (Flex)

GENERAL PURPOSE

Under general supervision, performs responsible accounting support and administrative work in the preparation, processing, maintenance and verification of accounting documents and records, such as utility billing, business license renewal, payroll and/or accounts payable; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Accounting Technician I is the entry-level class in the technical accounting series. Incumbents in this class perform a wide variety of standard to moderately difficult tasks in preparing, processing and/or verifying invoices, payroll, benefits, fixed assets, utility billing, business license renewals, taxicab licensing and/or assigned taxes. Incumbent are also responsible for providing assistance to higher-level accounting staff on more difficult assignments related to these tasks to become increasingly knowledgeable and able to carry out a variety of assignments with independence. Incumbents initially work under close supervision and may advance to the higher level after gaining experience and demonstrating proficiency that meets qualifications for the higher-level class.

Accounting Technician II is the journey-level class in the technical accounting series. Under direction, incumbents perform the full range of assigned duties in the accounting technician function. This class differs from the lower-level class in the skill level required and the complexity, variety of assigned tasks and independence with which work is performed.

ESSENTIAL DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

An Accounting Technician with primary responsibility for accounts payable, payroll and fixed assets:

Verifies, audits, edits and prepares bi-weekly payroll and maintains payroll records; reviews employee timesheets; identifies and works with appropriate department/s and/or supervisor to resolve timesheet discrepancies; enters data in the payroll system; generates, reviews and reconciles payroll reports to ensure accuracy and completeness of payroll and deductions; transmits direct deposit information; prints and distributes checks and direct deposit check stubs; enters employee transaction information in the payroll system as necessary.

Reviews, tracks and maintains records of applicable employee benefits; prepares and generates deferred compensation payment reports; prepares, generates and provides payroll reports to PERS; as appropriate, reconciles health and benefits provider and City benefit data; compiles and provides necessary reports and initiates payment to providers; resolves billing errors and discrepancies with providers; maintains benefits and workers compensation files; processes workers' compensation claims.

Informs and educates new employees regarding City benefit plans during the orientation process; answers department and employee questions regarding benefits plans and deductions; explains benefits eligibility, plan coverage's and applicable regulations and carrier policies and procedures; as necessary, develops and/or provides pertinent information to employees about changes in benefit plans; processes employee benefit changes.

Reviews, processes, inputs and, as approved, prints and distributes checks for payment of vendor invoices and other accounts payable; contacts vendors with questions and/or responds to vendor inquiries and concerns; distributes vendor invoices for approval; inputs approved invoices; prepares bi-weekly demand registers; prepares manual checks as approved.

Prepares, reviews and reconciles quarterly and annual federal and state payroll tax reports, including generating, reviewing and distributing W2s and 1099s and corresponding reports within mandated time frames.

Maintains City fixed asset records; generates, reviews and updates fixed asset reports as required; coordinates bi-annual capital asset physical inventory; communicates with departments to ensure assets are properly recorded and tagged.

An Accounting Technician with primary responsibility for accounts receivable:

Performs utility billing processing duties; uploads meter route information to meter reading handhelds and downloads reads to the accounting system; audits meter reads and bills to verify accuracy; generates and prints bills via computer system; receives and reviews information and performs data entry to open and close accounts and to ensure accurate pro rata billings; generates past due reports and initiates appropriate delinquent billing and collections procedures as required by City ordinance, policy and procedure guidelines.

Represents the City and/or department in assigned interactions and/or contacts regarding utility billing; responds to customer questions and complaints, including those regarding rates, new fees, ordinances, service set-up, construction meters and conservation measures; communicates with and/or notifies Public Works regarding water/sewer issues, including requested re-reads and shut off notices for past due accounts; serves as liaison with collection agency on delinquent utility accounts.

Coordinates and conducts yearly renewal of business licenses in accordance with City ordinance requirements; drafts and/or prepares and distributes business license renewal reminders and/or correspondence for delinquent accounts; generates and reviews daily and monthly billing/receipt reports; performs extensive canvassing of City's commercial sites on an annual basis to ensure businesses are operating with appropriate business licenses; notifies and works with Code Enforcement on collection and enforcement processes with delinquent business licensees.

Processes taxicab license applications; reviews application and other required information provided by company requesting license to ensure completeness and accuracy and to verify that all other required licenses and insurance are current; distributes to appropriate agencies for verification and background checks; collects fees and provides license.

Tracks and maintains records of tax collections; monitors transient occupancy tax to ensure timely receipt of collections; contacts hotels and time shares to ensure payment as mandated by City ordinances; monitors fairgrounds sales tax revenue; canvases events at fairgrounds to inform vendors regarding City ordinance obligations; monitors collections via contractor reports.

Each accounting technician regardless of primary responsibility:

Reviews balancing of and/or balances daily cash receipts; examines receipts for accuracy and completeness; resolves and/or assists in resolving deposit discrepancies; assists in preparing daily parking coin deposit; as directed and within scope of authority, provides requested information to auditors, creates or generates related reports or schedules and locates and pulls requested information; as assigned, reviews and reconciles bank and account statements and compiles information for, drafts, develops and/or formats accounting, financial, budgetary or statistical reports and accounting and financial forms and documents.

Cross-trains to learn and carry out other accounting technician responsibilities and provides back-up support to other accounting technicians; performs counter back-up support for administrative assistant, including responding to inquiries and complaints regarding parking enforcement citations.

OTHER DUTIES

Plans, organizes and conducts the City's Biannual City Health Fair.

Serves as contact for San Diego County Water Authority; completes surveys; coordinates City involvement in the Ultra Low Flow Toilet Voucher program by completing paperwork and/or providing reference information to customers.

Reconciles petty cash fund.

Performs special projects as assigned.

DESIRED MINIMUM QUALIFICATIONS**Knowledge of:**

Methods, practices, documents and terminology used in financial and accounting record keeping; practices and procedures of basic governmental budgeting and accounting; fundamental accounting and internal control policies and procedures; standard office practices and procedures; City ordinances, rules, procedures and practices governing accounts payable processing, utility bill processing, business license renewal processing, cash receipts, fixed asset records and related financial transactions; applicable City, state and federal policies, rules, procedures and practices pertaining to payroll, time reporting and benefit plans; standard benefit plan policies, procedures and practices and the City's provider agreements; City ordinances, procedures and practices regarding water and sewer service; effective customer service etiquette and practices.

Ability to:

Operate a computer using spreadsheet and financial accounting software; operate a calculating machine and other standard office equipment; organize, set priorities and exercise sound judgement within established guidelines; understand, interpret, explain and apply City, state, and federal laws applicable to assigned areas of responsibility; reach sound decisions in accordance with laws, rules, regulations and department procedures; make calculations and tabulations and review accounting and related documents accurately and rapidly; understand and carry out written and oral instructions; communicate clearly and concisely both orally and in writing; prepare clear and accurate financial records, reports and statements; establish and maintain highly effective working relationships with City staff, taxpayers, utility customers, vendors, license applicants and the public, some of whom may be dissatisfied and upset.

Experience and Training

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D equivalent, completion of college coursework in bookkeeping, accounting or a related field; and two years of progressively responsible experience performing financial or statistical record keeping; or an equivalent combination of training and experience.

Accounting Technician II – An Accounting Technician I may be considered for advancement to Accounting Technician II after demonstrating proficiency to perform the full range of duties of the latter class.

Typically, an Accounting Technician is expected to be capable of meeting the proficiency criteria within a 24-month period, depending on an individual's prior experience and progression in performing the full range of Accounting Technician duties as described.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to sit; talk or hear, both in person and by telephone; and repetitively use hands or wrists to operate, finger, handle or feel office equipment; and reach with hands and arms. Employees are frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this job, employees are regularly required to use written and oral communication skills; read and interpret data and information; use math and mathematical reasoning; analyze and solve problems; observe and interpret people and situations; learn and apply new information; perform highly detailed work on multiple, concurrent tasks; meet intensive deadlines; work with constant interruptions; and interact with City staff, taxpayers, utility customers, vendors, license applicants and the public, some of whom may be dissatisfied and upset.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions and the noise level is usually quiet.