

CITY OF SCOTTS VALLEY

CLASS SPECIFICATION
ACCOUNTING TECHNICIAN

JOB PURPOSE

Under general supervision, to perform technical accounting work in the maintenance and preparation of financial records and statistical reports; to process payroll and/or accounts payable/receivable, utility billing, revenue and tax collections; meets with employees to provide payroll/benefit information and problem solve; provide customer service to both public and internal customers; and to do related work as required.

EXAMPLES OF DUTIES

Essential Duties:

Duties may include, but are not limited to, the following:

- ~ May perform any of the duties set forth in the class specification of Accounting Assistant.
- ~ Process payroll by entering time records, producing paychecks, distributing labor, preparing tax returns, benefit reports, leave reports, W-2's, check register, and making minor program changes as required;
- ~ Prepares all backup to disks to prevent loss of data;
- ~ Operates all office machines and computer software necessary to maintain financial records;
- ~ Balances summary accounts;
- ~ Prepares specialized accounting, financial and statistical reports;
- ~ Makes special accounting studies and financial analyses of municipal activities as requested;
- ~ Acts as information source to employees regarding deductions and general payroll policies and procedures;
- ~ Resolves payroll-related problems with employees.
- ~ Records data and maintains statistical and financial records and logs; performs data entry; checks, verifies, and files financial data;
- ~ Receives and processes payments; issues receipts; completes proper forms; maintains and balances appropriate records for proper accounting of payments made; balances cash box/drawer
- ~ Issues and processes a variety of licenses and permits;
- ~ Answers telephone and provides service at the counter; handles requests/transactions, provides information, and responds to complaints;
- ~ Learns and effectively performs/applies the proper account record keeping procedures and rules used in assigned area(s) including electronic systems;
- ~ Hears adequately to converse on the telephone and in person;
- ~ Intermittently bends and twists to reach equipment on surrounding desk;
- ~ Grasps files, documents and equipment with right and left hands;
- ~ Sits at a desk using near vision for long periods of time;

- ~ Works indoors in an office environment subject to heat/cold and fragrances such as perfumes.

***Accounting Technician
Class Specification***

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Marginal Duties:

- ~ Relieves supervisor as assigned;
- ~ Performs related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS

Education, Experience and Licenses: Any combination equivalent to an Associate of Arts degree from college with a major in business, accounting or related field and some bookkeeping or accounting experience, preferably in a municipality; possession of a valid California motor vehicle operator's license.

Ability to: Learn and effectively perform/apply the proper account record keeping procedures and rules used in assigned area(s). Prepare financial records and statistical reports; analyze and evaluate accounting data; prepare clear and concise reports; perform moderately complex arithmetical calculations; reason and learn new techniques and equipment; read, comprehend and apply official documents and instruction manuals; follow oral and written instructions. Operate a variety of office machines and equipment including typewriter, copier, calculator and computer terminal. Perform a variety of technical/clerical Finance Department assignments with speed and accuracy. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Knowledge: Principles and practices of accounting and auditing; terminology and forms used in accounting and bookkeeping work; general applications of computerized data related to accounting operations; and basic methods, principles, and practices of financial and statistical record keeping.