

CITY OF OCEANSIDE

REVISED: JANUARY 2006
JOB CODE: ACCT08 or ACCT10
UNIT: OCEA or
UNREP/CONFIDENTIAL

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, to perform analytical and clerical accounting work in support of an assigned area; to apply established accounting principles and procedures to defined accounting systems; and to perform related work as required.

CLASS CHARACTERISTICS

The employees in this class perform paraprofessional accounting duties, requiring the exercise of independent action based on their knowledge and application of accounting rules, regulations, laws and ordinances. Incumbents in this class may lead the work of subordinate clerical staff.

EXAMPLES OF DUTIES - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Maintains and balances general and subsidiary accounting ledgers, makes journal entries, posts to general and subsidiary ledgers, closes and balances accounts and performs bank reconciliations; audits cash receipts and disbursements; prepares statements, reports, spreadsheets and budgets from a variety of data in accordance with specific reporting format and accounting principles; analyzes a variety of accounts, grants, bonds and revenues; assists in preparing department budget; creates a variety of new accounts; monitors accumulated money into new accounts; researches computer errors and makes appropriate corrections; assists professional staff in collecting accounting information and in formulating related accounting reports; maintains investment inventory using specialized investment software package; buys or sells securities; processes payroll checks and maintains payroll software system; may lead the work of accounting clerical personnel; may notarize loan documents; and performs related duties and responsibilities as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Modern office procedures, methods and computer equipment;
- Principles and procedures of financial recordkeeping and reporting;
- Applicable computer software and programs;
- Methods, practices and terminology used in preparation and maintenance of accounting reports; and

- Principles and procedures of advanced accounting and investments.

Ability to:

- Understand and interpret the principles, laws and procedures involved in financial recordkeeping and clerical accounting functions;
- Analyze existing procedures and recommend new service delivery methods;
- Prepare clear and concise reports;
- Operate a variety of office equipment including a computer;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities; and
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Experience and Training Guidelines

Experience: Three years of increasingly responsible technical accounting experience, preferably in a municipal accounting environment.

Training: Equivalent to the completion of the twelfth grade, supplemented by college level course work in accounting or a related field.

WORKING CONDITIONS

Environmental Conditions: Office environment; exposure to computer screens.

Physical Conditions: Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.