

Class Code: E25
City of Anaheim
Class Specification

Classification:
ACCOUNTING TECHNICIAN

Definition: Under direction, to perform specialized, complex accounting clerical work and to prepare for and represent the City in Small Claims Court actions. Some positions may be assigned as a lead over other clerical accounting staff.

Essential Job Functions: Depending upon areas of assignment, responsibilities and duties may include, but are not limited to, the following:

For positions assigned lead responsibility, assigns work, sets priorities, reviews work, trains and evaluates performance.

Audits, verifies, balances and otherwise checks and corrects work performed by accounting clerical personnel.

Balances and/or reconciles ledgers, journals, accounting records and reports with control figures, analyzes accounts, researches discrepancies and makes correct entries; reconciles bank statements.

Prepares special and recurring schedules and reports, such as financial schedules and reports, expenditure reports, revenue reports, budget data and statistical analyses.

Computes and prepares payments for contractual services.

Balances cash amounts received against collections report and amounts paid against invoices.

Contacts delinquent receivable customers by telephone and arranges for payment of over due accounts.

Compiles data for customers making inquiries into invoices, payments and collections.

Negotiates and writes debtor agreements.

Reviews delinquent accounts and refers accounts to City Attorney's office, collection agency or Small Claims Court.

Compiles evidence for Small Claims Court litigation in the collection of delinquent accounts and represents the City in Small Claims Court actions.

Pursues collections on returned checks.

Prepares journal entries for supervisory review.

Allocates receipts and charges to appropriate funds/accounts, including the positing of collections receipts.

Maintains logs and prepares accounting worksheets.

Computes, allocates and posts interest received and receivable for each fund.

Maintain and control petty cash interest fund.

Maintain and update on-line time payroll distribution system.

Process complex purchase power bills.

Work with on-line work order system as required.

Files materials into established files.

Distributes reports to departments.

Prepares monthly reports.

Operates a variety of office equipment, such as a typewriter, calculator, CRT and microcomputer.

Proofreads complex accounting materials for clerical and numerical accuracy.

Compiles information for a variety of statistical reports.

Composes routine correspondence.

Performs other job-related duties as required.

Minimum Requirements:

Experience: Performing extensive responsible double-entry accounting, preferably with municipal accounting experience.

Knowledge of: Modern office equipment and procedures; computer terminal operating methods; English usage, spelling, grammar and punctuation; business math; accounting principles, procedures and terminology; advanced accounting record keeping procedures; billing and collection of claims; data processing as it relates to accounting; principles of supervision and training.

Ability to: Maintain accurate records and controls; read, understand and apply difficult materials; operate a calculator and typewriter keyboard with accuracy; accurately and effectively process small claims paperwork and represent the City in court; effectively operate a CRT and computer terminal and use related software; speak clearly and distinctly; give accurate and timely information; prepare clear, concise and easily understood statistical and narrative reports; understand pertinent procedures and functions quickly and applying them without immediate supervision; remain current on accounting principles and small claims regulations; establish and maintain effective relationships with those contacted in the course of work. (For positions assigned as lead, incumbents must have the ability to effectively supervise and train assigned employees).

NOTE: Possession of or the ability to obtain a valid California Driver's License by date of appointment; and may be required to qualify for and maintain current status as a California Notary Public.
(Accounting Technician)

Supervision Exercised: Some positions in this class may provide lead supervision over other clerical accounting staff. Performs duties such as making assignments, setting priorities for, training and reviewing the work of subordinates. Participates in hiring and discipline. Completes performance evaluations.

Supervision Received: Works under technical direction of a Senior Accountant who reviews work in progress and completed work.

NOTE: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Revised 2/90 - V. Kilmurray
Revised 7/91 - V. Kilmurray
Revised 5/94 - P. Saldivar

City of Anaheim
Class Specification
Accounting Technician
Page 3

Unit of Representation - AMEA Clerical
Doc CS1004VK