

FLSA: NON-EXEMPT

**CITY OF CLOVERDALE  
ACCOUNTING TECHNICIAN**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**DEFINITION:**

Performs a variety of technical accounting and administrative tasks that require some knowledge and application of general accounting principles as well as governmental accounting regulations and practices. Oversees the issuance, renewal and associated record keeping of permits such as encroachment, and licenses, such as business and animal (dog). Maintains various lease agreements, e.g., airport hangars.

**DISTINGUISHING CHARACTERISTICS:**

Incumbents perform technical accounting tasks that require knowledge of Generally Accepted Accounting Principles (GAAP) and their application to established systems and procedures. This classification is distinguished from the lower level class of Accounting Assistant II in that the latter is assigned duties that are performed within well-defined and established parameters. This class is also distinguished from the higher level class of Accountant Analyst in that the latter describes professional accounting duties requiring full knowledge of professional accounting theory and practice, including public sector auditing, reporting and fiscal analysis.

**SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision from the Accountant Analyst and/or Finance & Accounting Manager. Incumbents do not routinely exercise supervision.

**ESSENTIAL FUNCTIONS (include but are not limited to the following):**

- Performs accounting tasks related to the technical maintenance of the City's financial record keeping, reporting and control systems; provides technical accounting support pertaining to a wide range of financial areas, including general accounting procurement, utility billing, and payroll according to existing policies and regulations governing the City's fiscal record-keeping systems.

## Accounting Technician

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- Provides technical assistance for financial audits; reviews assigned account records for compliance with government auditing and accounting standards; prepares audit work papers and other support documentation.
- Receives utility and permit payments and fees, issues receipts, balances cash and prepares daily bank deposits; gathers payments and documents from the mail and over the counter; performs data entry and posts receipts to various City accounts and funds.
- Provides complex customer service support to employees and the general public. Responds to and resolves issues and complaints in the area of assignment.
- Issues, renews and maintains associated records of the City's business license, animal (dog) and other license programs; conducts investigations associated with licenses; issues licensing notices and collects fees.
- Produces and ensures the execution and ongoing compliance of professional service, lease and other agreements, e.g., airport hangar leases.
- Coordinates the City's encroachment permit process, including ensuring appropriate insurance and other documentation is received and departmental review and authorization is obtained; issues permits and collects fees.
- Recommends and implements improved work methods and procedures for various finance or administrative functions.
- Establishes and maintains positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

#### PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data, and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

#### QUALIFICATIONS (Minimal qualifications necessary for entry into the classification):

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an Accounting Technician. A typical way of obtaining the required

qualifications is to possess an Associate degree with major coursework in accounting, finance, bookkeeping, or a closely related field, and two years of accounting experience.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS:** (The following are a representative sample of the KAS's necessary to perform essential duties of the position.)

Knowledge of:

Generally Accepted Accounting Principles (GAAP) and their application, particularly those pertaining to governmental accounting; principles and practices of bookkeeping; modern office procedures, practices and equipment, including standard automated information hardware and software, spreadsheet and other accounting and business software; financial research and reporting methods, including the compilation, computation and presentation of statistical information; basic principles of mathematics; principles and practices of record keeping and filing; applicable federal, state and local laws, codes, and regulations; methods and techniques of scheduling work assignments; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to:

Understand the technical relationships between accounting documents and transactions based on GAAP; Prepare, maintain, and reconcile various financial, accounting, and statistical records; keep accurate records; write reports and perform tracking specific to assigned department; accurately perform cashiering duties; respond to questions from the public and City personnel regarding policies and procedures for assigned area; quickly and accurately perform mathematical calculations; interpret, explain, and apply applicable laws, codes, and regulations; work independently and as part of a team in an environment with multiple demands and high volume while maintaining accuracy and taking responsibility for work products; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and verbal directions; observe safety principles and work in a safe manner; effectively communicate, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of applicable word processing, spreadsheet, and other software applications, including billing and financial systems.