



## CITY OF ALBANY ACCOUNTING TECHNICIAN I ACCOUNTING TECHNICIAN II

Under supervision (Accounting Technician I) or general supervision (Accounting Technician II), performs a variety of general accounting duties including processing accounts payable, accounts receivable, and maintaining and/or preparing technical, financial and statistical reports; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

#### Accounting Technician I

Receives supervision from assigned supervisory or management personnel. Exercises no supervision of staff.

#### Accounting Technician II

Receives general supervision from assigned supervisory or management personnel. Exercises no supervision of staff.

### **Class Characteristics**

#### Accounting Technician I

This is the entry-level class in the Accounting Technician series. This position performs the more routine and repetitive duties in the class. Work is usually supervised while in progress and fits a structured and established pattern. Generally, changes in procedures and exceptions are explained in detail as they arise. This class is distinguished from the Accounting Technician II in that the latter is responsible for more complex and difficult technical accounting work and exercises a higher-level of discretion and independent decision-making. Advancement to the "II" level is based on demonstrated proficiency in performing the full range of assigned duties and is at the discretion of higher level supervisory or management staff.

#### Accounting Technician II

This is the journey-level class in the Accounting Technician series. Incumbents in this class perform a wide variety of record-keeping, reconciliation, and account support activities. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Employees within this class are distinguished from the Accounting Technician I by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative.

Positions in the Accounting Technician class series are flexibly staffed and positions at the II level are normally filled by advancement from the entry-level requiring one (1) additional year of experience and after gaining the knowledge, skill, and experience, which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

### **Examples of ESSENTIAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Participates in the preparation of accounts payable and/or accounts receivable.
- Distributes invoices to departments, enters and posts invoices, monitors approval process, prints and distributes checks, and maintains the cash disbursement journal and positive pay uploads.

- Prepares billings and related correspondence for accounts receivable; prepares bank deposits; answers related inquiries.
- Verifies receipts and records all monies received; prepares bank deposits; answers related inquiries.
- Prepares billings and receives payment for business licenses, parking permits, pet licenses, garage sale permits, ambulance payments, and other fees; posts to appropriate accounts; updates accounts as necessary.
- Performs vendor maintenance, including creating new vendors and collecting and monitoring appropriate forms.
- Performs purchasing functions, including requisition entry and conversions, purchase order change order entries and approvals, and contract change orders and posting.
- Researches questions regarding the status of accounts and payments, the proper coding of transactions, and various other matters.
- Performs counter activities which includes the issuance of various licenses and cashiering duties.
- Prepares a variety of financial statements and statistical reports including grant billings and administrative fees.
- Orders department supplies and coordinates equipment maintenance with service representatives.
- Performs CalCard reconciliations, including reviewing purchases, collecting account codes, and posting charges.
- Prepares and reconciles journal entries; reconciles discrepancies and makes adjustments on accounts payable and accounts receivable accounts.
- Processes public records requests related to accounts payable and vendor information.
- Communicates with vendors and other Departments regarding invoice payments and past due balances.
- Performs related duties as assigned.

**Knowledge of:**

- Principles and practices of financial record keeping.
- Principles and practices of effective customer service.
- Basic auditing and financial reconciliation procedures and practices.
- Applicable Federal, State and local laws, codes and regulations.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

**Ability to:**

- Maintain financial and statistical records.
- Perform basic mathematical computations.
- Use manual and automated accounting and financial systems and procedures.
- Listen, understand, retain, follow, and apply verbal and written instructions and directions.
- Prepare technical, financial, and statistical reports.
- Respond to a variety of questions of an analytical nature.
- Provide technical assistance.
- Work independently and exercise sound judgment.
- Perform basic accounting functions.
- Prepare and reconcile journal entries.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Type and enter data at a speed necessary for successful job performance.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

- Communicate clearly and concisely, both orally and in writing.

### **Education and Experience**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

#### Accounting Technician I

Equivalent to the completion of the twelfth grade, and one year of responsible work experience in accounts receivable and accounts payable of financial reporting.

#### Accounting Technician II

Equivalent to the completion of the twelfth grade, and two years responsible work experience in accounts receivable and accounts payable of financial reporting.

### **Licenses and Certifications**

Valid California Driver's License.

### **Physical Demands**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification, although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects of light to moderate weight with the use of proper equipment.

### **Environmental Elements**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.