



## ACCOUNTING TECHNICIAN

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are 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:

Under general supervision, coordinates and performs the duties of the more complex paraprofessional functions in water/business licenses and/or financial services (“general”) or treasury assignments.

- **Accounting Technician - General** verifies accounts payable; prepares a variety of journal entries; performs technical accounting work in the preparation, maintenance, and processing of accounting records and financial transactions related to general accounting, business licenses, billing, cashiering, and utility accounts; may assist in scheduling work flow assignments; performs a variety of tasks associated with fixed assets; performs other related duties as required.
- **Accounting Technician - Payroll** organizes and administers the City payroll system; ensures the proper operation and maintenance of the City’s payroll system; maintains, prepares, submits and reconciles payroll related reports; prepares journal entries; provides technical support to departmental staff and employees with respect to payroll processing and related questions; coordinates with City’s Human Resources and Information Technology Departments on needed changes; performs other related duties as required.
- **Accounting Technician - Treasury** coordinates and performs the duties of the more complex paraprofessional functions, including the posting, balancing and reporting of investment and banking activities; monitors cash flow, assists in bank activity reconciliation and cash handling; oversees daily cash deposits from all departments, manages courier services; prepares invoices and processes annual assessments and receipts for the City’s various Business Improvement Districts; prepares invoices and maintains accounts receivable ledgers, serves as the City’s liaison with hotels in administration of the City’s TOT ordinance; performs a variety of tasks associated with fixed assets; performs other duties as required.

### DISTINGUISHING CHARACTERISTICS:

The **Accounting Technician - General** is the working level classification expected to perform the more complex para-professional accounting and financial reporting assignments related to general accounting, business licenses and utility accounts. Assignments are characterized by the presence of fairly clear guidelines from which to make decisions, and the availability of supervision when required.

The **Accounting Technician - Payroll** is the working level classification expected to perform the more complex para-professional coordination and administration of payroll activities and researching and resolving technical issues. Incumbents have direct contact with other departments, employees, and outside agencies, ensuring compliance with union agreements and City, state and federal rules and regulations related to payroll. Assignments are characterized by the presence of fairly clear guidelines from which to make decisions, and the availability of supervision when required.

The **Accounting Technician - Treasury** is the working level classification expected to perform the more complex para-professional accounting duties related to investment and cash handling, including the preparation of spread sheets, balancing bank statements and entering and balancing daily activity reports on investment trading accounting and financial reporting assignments. Assignments are characterized by the presence of fairly clear guidelines from which to make decisions, and the availability of supervision when required.

### SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Deputy Finance Director or Senior Accountant depending on assignment. Incumbents may exercise lead, technical and functional supervision over assigned personnel.

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

**Accounting Technician - General**

- Reconciles bank statements; prepares various accounting reports; verifies accounts payable; converts requisitions to purchase orders; prepares a variety of journal entries and enters data into the financial system; makes adjusting and closing entries.
- Performs necessary investigation and analysis of accounts and activities; maintains and balances the City's fixed assets; processes fixed asset journals; creates spreadsheets for each new asset; enters assets into financial software.
- Reviews designated computer reports for accuracy and completeness; assumes responsibility for a complete set of financial reports.
- Coordinates and prepares water and sewer bills; maintains necessary utility journals, ledger and other records using an on-line computer system; opens and closes accounts; records transfer of accounts; primary responsibility for data input on meter reads into computer terminal; explains City's water billing and collection procedures to general public; handles complex complaint investigations promptly with courteous and careful consideration; assists other staff in making adjustments on water bills; processes business permits, business license and other cash transactions.
- Generates a variety of financial data and reports for use by departments, City Management, and to comply with state and the Federal government requirements.
- May assist in scheduling of staff and work assignments to ensure coverage and continued efficient workflow; may act in the supervisor's absence to address customer service issues.
- Audits and verifies monthly cash balances; verifies expenditures for accounts payable; audits credit cards.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

**Accounting Technician - Payroll**

- Prepares, reconciles, and submits a variety of bi-weekly, monthly, quarterly and annual payroll reports, including but not limited to payroll taxes reports, retirement, retiree medical trust contributions, deferred compensation, payroll deductions, and sick/vacation accruals.
- Maintains the payroll system and employee payroll records; posts and distributes time and attendance records; audits time sheets; inputs approved payroll changes and new employee information; prepares paychecks; distributes paychecks and reports to various departments; and provides technical support to departmental staff.
- Identifies and resolves problems and inconsistencies relative to the maintenance of payroll accounting controls; analyzes payroll activities and develops corrective action.
- Reviews Personnel Action forms and related documents for accuracy and compliance with payroll related policies.
- Calculates a variety of pay, including but not limited to retroactive pay, step increases, and premium pay across bargaining units with different rules.
- Maintains schedules and timelines for payroll processes and preparation and submission of related reports.

- Creates files for payroll-to-general ledger interface; processes journal entries as well as payroll-to-benefit related interface files; establishes and maintains balancing procedures; reviews and approves vouchers for payment of payroll liabilities; researches and resolves issues.
- Coordinates with Human Resources staff regarding the implementation of changes to negotiated salary and benefits and their impact on the payroll process.
- Supports the annual outside audit process, as well as federal, state, CalPERS or any other regulatory audits, by compiling requested information and responding to questions regarding payroll related matters and processes.
- Recommends and assists in the implementation of goals and objectives related to the administration of City payroll; implements policies and procedures.
- Demonstrates an understanding of applicable wage policies, procedures and work methods associated with assigned duties; maintains current knowledge of memoranda of understanding, City, CalPERS, state and federal legislation affecting payroll procedures and the payroll system; develops and implements modifications, ensuring compliance.

#### **Accounting Technician - Treasury**

- Enters and records investment purchases, sales, trades and interest to update the general ledger system; runs transaction detail reports, and reviews them for accuracy and reconciles any discrepancies.
- Assists in the running of cash flow project reports and reconciles to receipts; prepares monthly, quarterly and yearly activity detail spreadsheets.
- Balances fixed investments to monthly bank statement; serves as the liaison with banks for deposits and armored car services.
- Serves as the liaison with hotels regarding the payment of transit occupancy taxes and other related financial activities.
- Works closely with department staff to prepare required on-going and special reports and account reconciliations.
- Conducts a variety of complex financial and policy related special projects and studies regarding banking and investment trends and activities.
- Establishes 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:** *(The following are 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 and skills necessary for an **Accounting Technician**. A typical way of obtaining the required qualifications is to possess the equivalent of three years of accounting, budgeting, payroll, cash handling, or investment experience equivalent to that of an Accounting Assistant III with the City of Burlingame, and a high school diploma or equivalent.

**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:**

**Accounting Technician - General:** Basic principles and practices of financial record keeping, report writing, and governmental accounting; financial systems operations, and databases; governmental fund and cost accounting; basic cost control and auditing procedures and practices; fixed assets; utility billing and cash management; basic principles of mathematics; applicable federal, state and local laws, codes, and regulations; standard office procedures, practices, and equipment; modern office practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

**Accounting Technician - Payroll:** Basic principles and practices of municipal payroll processing, payroll records maintenance; CalPERS reporting requirements for different tiered employees and different bargaining units; federal, state and local wage and hour ordinance and labor agreements; generally accepted accounting principles; automated payroll systems and operations; methods and practices used in financial and statistical calculations; computerized payroll procedures and practices including basic knowledge of database and system modification; basic principles and practices of governmental payroll accounting; basic bookkeeping and accounting principles; computerized record keeping system principles and practices; applicable federal, state, and local laws, codes, and regulations; standard office procedures, practices, and equipment; modern office practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

**Accounting Technician - Treasury:** Basic principles and practices of banking and cash handling as they relate to municipal accounts and trusts; basic principles of investment and investment terminology; financial record keeping, report writing, and governmental accounting; financial systems operations, and databases; basic City budget practices and ordinances relative to financial reporting and investments; basic principles of mathematics; applicable federal, state and local laws, codes, and regulations; standard office procedures, practices, and equipment; modern office practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

**Ability to:**

**Accounting Technician - General:** Prepare, maintain, and reconcile various financial, accounting, and statistical records; maintain fixed assets; prepare accurate financial and statistical reports and statements; keep accurate records; perform mathematical calculations quickly and accurately; interpret, explain, and apply applicable laws, codes, and regulations; perform cashiering duties accurately; respond to questions from the public and City personnel regarding policies and procedures for assigned area; read, interpret and record data accurately; organize, prioritize, and

follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

***Accounting Technician - Payroll:*** Prepare, maintain, and reconcile internal control of payroll operations; interpret, explain and apply a variety of laws and regulations governing payroll administration; accurately maintain payroll records, reports and files; accurately process a complex payroll on a timely basis; identify errors in records and payroll information and make appropriate changes; accurately count, record and balance assigned transactions; make decisions regarding procedural activities or requirements; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; maintain confidentiality regarding all employee information; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

***Accounting Technician - Treasury:*** Prepare, maintain, and reconcile various financial, investment, and cash flow records; prepare accurate investment and banking reports and statements; keep accurate records; perform mathematical calculations quickly and accurately; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate an office computer and a variety of word processing, spreadsheet and software applications.

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ACCOUNTING TECHNICIAN  
AFSCME 829 ADMINISTRATIVE UNIT  
NON-EXEMPT  
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