

**Account Technician**  
**(Fulltime, non-exempt, represented by SEIU 1021)**

To perform a variety of technical accounting duties involving the maintenance of the general ledger, accounts payable, payroll and/or related accounts; and to provide technical staff assistance to Department and City staff

**PROPOSED PAY RANGE:**

**Hourly: 16.00 – 19.40**

**Annually: 33,280-42,474**

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from higher level supervisory or management staff.

Exercises technical and/or functional supervision over assigned clerical staff.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS:**

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

Provide technical information and instruction regarding applicable procedures and methods; interpret and explain rules and regulations; answer questions and resolve problems or complaints.

Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.

Participate in evaluating the activities of staff, recommending improvements and modifications.

Provide and coordinate staff training; work with employees to correct deficiencies.

Maintain various ledgers, registers and journals according to established account classifications.

Process a wide variety of payments vouchers; record, verify, and balance accounts

Establish and maintain a variety of accounts and records; assign codes and numbers as needed.

Prepare a variety of financial statements and monthly reports for City accounting.

Maintain payroll records including timesheets, deductions and withholding amounts, vacation payments, retroactive pay increases, and other files and records for reports and auditing purposes.

Prepare and reconcile life, health, vision and the retirement system reports.

Assist with providing external auditors with requested documentation.

Research background information; compile and prepare a variety of statistical and Financial reports.

Research and answer department questions regarding the status of accounts, the proper coding of transactions and other matters.

Audit and maintain files and records; prepare periodic reports.

Operate a computer terminal in performing assigned duties.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Marginal Functions:

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS**

Knowledge of:

Principles and practices of technical and functional supervision and training.

Policies, procedures, processes and form related to assigned area.

Pertinent local, State and Federal laws, ordinances and rules.

Basic research techniques, methods and procedures.

Generally accepted accounting principles and technical processes.

Technical principles and practices of governmental accounting.

Advanced bookkeeping and financial record keeping principles and practices.

Modern office procedures, methods and computer equipment.

Basic mathematic principles.

Ability to:

Maintain and balance a variety of financial records, ledgers and accounts.

Operate a calculator, personal computer and other office equipment.

Maintain a variety of financial records and files.

Perform procedures in an organized and accurate manner.

Accurately count, record and balance assigned transactions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

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

Experience:

Two years of clerical financial experience at a level that includes financial record keeping in areas such as accounting, payroll preparation, accounts payable, data maintenance and/or customer service.

Training:

Equivalent to an Associate's degree from an accredited college with coursework in accounting, business administration, or related field.

