

ACCOUNTING TECHNICIAN

DEFINITION

Under supervision to perform complex responsible paraprofessional accounting work in the preparation, maintenance, analysis and verification of the County's fiscal, budget and or tax records; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the most advanced sub-professional accounting support person. Incumbents are responsible for fiscal programs including developing, monitoring and maintaining complex accounting systems; analyses and evaluates financial records and interprets and applies financial guidelines. Incumbents may also participate in development and maintenance of accounting systems.

REPORTS TO

Such County management position as may be designated by the appointing authority.

CLASSIFICATIONS DIRECTLY SUPERVISED

May provide lead direction to subordinate staff. May be assigned supervisory responsibility in the absence of high-level managers and supervisors.

ACCOUNTING TECHNICIAN - 2

EXAMPLES OF DUTIES

- Using established guidelines performs accounting work in the establishment and maintenance of County fiscal records.
- Assist in an accounting studies and the compilations cost of budget estimates.
- Assist with audits of County funds and programs.
- Reviews appropriation transfers for compliance with County policies and procedures and applicable laws.
- Assist with processing additions, changes, deletions to the County tax roll.
- Assist with maintaining proper tax roll fiscal balances.
- Prepares complex statistical and fiscal reports.
- Compiles information for state financial reports.
- Gathers information for preparation and control of the County budget.
- Keeps and maintains a variety of records, journals, ledgers and reports.
- Reviews fiscal records to insure proper disbursement of funds to different accounts.
- Research and corrects complex accounting errors or discrepancies to ensure accurate accounting; answers questions that involve searching for and abstracting technical data and detailed explanations of law, policies or procedures.
- Assist in training new employees.
- Operates a variety of office equipment including computers, electronic copiers, printers, FAX machines, calculators and other modern office equipment.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal dexterity and hand-eye coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX machines.

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TYPICAL WORKING CONDITIONS

Work is performed in an office environment; continuous contact with staff and public.

KNOWLEDGE OF

- General accounting principles and bookkeeping practices.
- Governmental accounting and budgeting.
- Basic auditing principles, practices and procedures.
- Computerized accounting systems and or personal computer spread sheet software applications.
- Office methods, practices, procedures and equipment.

ABILITY TO

- Perform complex paraprofessional accounting work with minimal supervision
- Prepare accurate financial summaries and reports.
- Monitor and update fiscal records.
- Read and interpret and apply rules regulations policies and procedures related to fiscal records keeping and accounting and/or tax collections.
- Make mathematical calculations accurately and quickly.
- Prepare narrative and statistical reports.
- Establish and maintain cooperative working relationships.

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TRAINING AND EXPERIENCE

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

Four (4) years of experience as a Fiscal and Technical Services Assistant or Treasurer Tax Specialist or equivalent is required.

An A.A or A.S degree in business or related field from an accredited college maybe substituted for two (2) years of required experience.

SPECIAL REQUIREMENTS

Successful completion of eight semester units of professional accounting curriculum from an accredited institution. Must possess a valid drivers license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.