



Office of Human Resources
Accounting Technician I - CV2358
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General Statement of Duties

Performs entry-level to routine clerical and technical level accounting activities, which includes recordkeeping and reporting in support of accounts receivable, accounts payable, payroll, permits and licensing, and revenue and cash management.

Distinguishing Characteristics

The Accounting Technician I performs some of the major duties or responsibilities described within the essential duties section of this job description and performs various elements within those major duties and responsibilities, but the Accounting Technician I may not perform all of the essential duties outlined below as this is a citywide classification, which encompasses a wide range of work.

The Accounting Technician I services and supports internal units within a department or agency, or may service and support a client group outside of the organization.

The Accounting Technician I is distinguished from the Accounting Technician II, which performs specialized clerical and technical level accounting assignments in support of an agency or department, or may service and support multiple client groups outside of the organization.

Essential Duties

Performs a variety of entry-level to routine accounting transactions, which includes preparing, maintaining, and verifying records, ledgers, logs, and statements, complying and tabulating balances for records, coding data according to prescribed accounting procedures, and ensures accuracy and compliance of financial transactions.

Works with stakeholders both internal and external to the City to respond to general inquiries, and provide general information and assistance with regard to accounting information and transactions, which includes the status of accounts, payments, issuance of checks, and available balances.

Identifies and reconciles routine discrepancies between records and accounting systems, compiles supporting documentation, and creates record of corrective action.

Receives and prepares routine revenue deposits from divisions or branches, reconciles cash and credit statements, prepares bank deposit slips, allocates funds to appropriate accounts, verifies deposits with bank statements, ensures cashiers and terminals are adequately funded, and records financial information in accounting systems.

Processes invoices for payment of goods and services, verifies contract rates and terms, works with stakeholders to ensure timeliness and accuracy of payments, and records inventory of new capital equipment and fixed assets.

Tracks and maintains various ledgers, registers, and journals in accordance with established fiscal policies and procedures.

Reviews routine accounting transactions, documents, and financial calculations in order to ensure correctness and accuracy of records and data, and ensure compliance with fiscal rules, policies, and procedures.

Prepares and enters routine vouchers into accounting systems for accounts payable, accounts receivable, and internal billing transactions, and transfers funds to appropriate accounts.

Prepares and assists with the preparation of routine accounting reports, statements, and documents, which includes gathering and organizing information and data.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Arithmetic and Mathematical Reasoning – Performs computations such as addition, subtraction, multiplication, and division correctly; solves practical problems by choosing appropriately from a variety of mathematical techniques such as formulas and percentages.

Customer Service – Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Decision Making – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

Manages and Organizes Information – Identifies a need; gathers, organizes, and maintains information; determines its importance and accuracy, and communicates it by a variety of methods.

Reading – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts graphs or tables; applies what is learned from written material to specific situations.

Writing – Writes in a clear, concise, organized, and convincing manner for the intended audience.

Knowledge & Skills

None

Level of Supervision Exercised

None

Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

Experience Requirement

Three (3) years of clerical experience, which includes One (1) year of experience performing financial recordkeeping.

Education & Experience Equivalency

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

None

Working Environment

Subject to many interruptions.
Pressure due to multiple calls and inquiries.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Accommodation: Ability to bring objects into focus.

Balancing: Maintaining equilibrium.

Bending: Bending or positioning oneself to move an object from one level to another.

Carrying: Transporting or moving an object.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Kneeling: Assuming a lowered position.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Reaching: Extending the hands and arms or other device in any direction.

Repetitive motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

Talking: Communicating ideas or exchanging information.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Walking: Ability to move or traverse from one location to another.

Background Check Requirement

Criminal Check
Employment Verification

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: NE-08

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: