



Office of Human Resources
Accounting Technician II - CV2359
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General Statement of Duties

Performs specialized clerical and technical level accounting activities requiring a detailed knowledge within the functional area, 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 II 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 II 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 II services and supports a department or agency, or may service and support multiple client groups outside of the organization.

The Accounting Technician II is distinguished from the Accounting Technician I, which performs routine clerical and technical level accounting assignments and services and supports internal units within a department or agency, or may service and support a client groups outside of the organization.

Essential Duties

Performs complex accounting transactions, which includes preparing specialized reports, auditing records, performing three way match exceptions for invoices (vouchers, purchase order, and receipt), researching improperly processed paperwork, working with client groups to reconcile discrepancies and assist with technical issues, researching variances, tracking and verifying expenditures, and ensures accuracy and compliance of financial transactions.

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

Examines and reviews complex accounting records and reports to ensure accuracy of fiscal documents and reports with regard to invoices, payments, contract rates and terms, vendor licensing, internal billing and reimbursements, and property taxes.

Processes invoices and tracks expenditures to support the procurement of goods and services, matches documents and invoices with contract rates and terms, and ensures accounts are properly coded and funds are available for payments.

Creates and sets-up new vendors files within financial systems, makes changes to existing vendor files based on contract terms and agreements, and ensures that vendors meet legal requirements for contractual services.

Processes and releases property liens and property taxes, and prepares associated reports and transactions with financial systems.

Ensures compliance and consistency with fiscal rules and regulations, identifies inaccuracies, reconciles discrepancies, and recommends corrective action within scope of work.

Researches variances in financial reports and statements to determine possible causes and recommends corrective actions.

Prepares, maintains, and assists professional accountants with accounting records and reports, which includes journals, ledgers, trail balances, balance sheets, income statements, and profit and loss statements.

Receives and prepares 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, records financial information in accounting systems, and prepares reports.

Prepares and assists professional accountants with the preparation of complex and specialized 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

By assignment, performs some elements of lead work.

Education Requirement

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

Experience Requirement

Three (3) years of experience performing financial recordkeeping, reconciliation of accounting discrepancies, and making journal and ledger entries.

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-09

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: