

## **CITY OF ARCADIA**

### **ACCOUNTING TECHNICIAN I ACCOUNTING TECHNICIAN II**

#### **DEFINITION**

Under immediate supervision (Accounting Technician I) or general supervision (Accounting Technician II), to perform a variety of technical accounting duties involved in the preparation, review, and maintenance of financial and statistical records including accounts receivable, insurances, parking citations, petty cash, and cashiering.

#### **DISTINGUISHING CHARACTERISTICS**

**Accounting Technician I**--This is the entry level in the Accounting Technician class series. Positions at this level usually perform most of the duties required of the positions at the Accounting Technician II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

**Accounting Technician II**--This is the full journey level in the Accounting Technician class series. Positions at this level are distinguished from the Accounting Technician I level by the performance of the full range of duties as assigned, working independently and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and positions at the Accounting Technician II level are normally filled by advancement from the Accounting Technician I level with three years of experience, successful performance reviews, and cross training in one additional accounting area. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the Accounting Technician II level.

#### **SUPERVISION EXERCISED**

##### **Accounting Technician I**

Exercises no supervision.

##### **Accounting Technician II**

May exercise technical and functional supervision over lower level staff.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Maintain and reconcile a variety of ledgers, reports and account records; examine and correct accounting transactions to ensure accuracy; prepare and post journal entries.

Gather, check, and tabulate data used in the preparation of records and reports; research background information and account histories.

Perform a variety of general clerical duties including typing, data entry, maintaining files and records, processing and coding Accounts Payable bills, scanning documents for Laserfische filing, processing mail and ordering supplies; distribute mail and supplies to appropriate departments.

Assist customers, departments, and employees by providing fiscal information, explaining procedures, and answering questions.

Prepare a variety of routine fiscal reports, statements, and schedules; prepare new year, mid year, and year end reports.

Maintain general and subsidiary records of the accounts receivable according to established fund account classification.

Review and analyze delinquent ambulance and controller accounts for proper authorization and approval for assignment to an outside collection agency contracted by the City; make necessary adjustments on delinquent accounts by posting adjusting entries to the accounts receivable system; process adjustments on balances of EMS members and Medicare beneficiaries.

Deal with government agencies, Medicare, and Medi-Cal regarding rules, laws, and procedures in compliance with government mandated laws.

Process requests for payment of interest and/or principal amounts of matured bonds; maintain records of payments.

File all Medicare and Medi-Cal claims; file insurance claims for all EMS patients and other patients as necessary.

Process and send out monthly statements to ambulance patients.

Set up and coordinate parking citation hearings and code enforcement hearings.

Post purchases and issues for inventory stores; balance monthly.

Collect cash and check payments over the counter and in mail.

Receive and deposit cash and checks to a cash drawer; maintain a proper balance in cash drawer.

Operate modern office machines and equipment including calculating or adding machine, word processors, computers, typewriters, printers, copiers, calculators, and FAX machines; routinely use a full range of spreadsheet computer software applications.

Process cashier transactions, mailed payments, and drop off payments; balance and prepare daily deposit; run daily cash report; verify and balance cash received from other departments.

### **OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Accounting Technician I**

##### **Knowledge of:**

Standard office procedures, methods and computer equipment.

Fundamental principles and procedures of fiscal record keeping.

Basic mathematical principles.

Principles and techniques used in dealing with the public.

##### **Skill to:**

Operate modern office equipment including computer equipment.

##### **Skill to:**

Type and enter data at a speed necessary for successful job performance.

**Ability to:**

Learn the procedures and functions of assigned position.

Learn and apply pertinent Federal, State, and local laws, codes, and regulations including administrative and departmental policies and procedures.

Learn to accurately tabulate, record and balance assigned transactions.

Work under supervision within a well-defined framework of standard policies and procedures.

Understand the organization and operation of the assigned department and the City necessary to assume assigned responsibilities.

Perform general clerical accounting work including maintaining appropriate files and compiling information for reports.

Respond to questions from the public and City personnel regarding policies and procedures for assigned area.

Perform mathematical computations quickly and accurately.

Plan and organize work to meet schedules and timelines.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

**Minimum Qualifications:**

**Experience:**

One year of general clerical experience involving public contact and preferably including some financial record keeping.

**Training:**

Equivalent to the completion of the twelfth grade.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment.

**Accounting Technician II**

In addition to the qualifications for Accounting Technician I:

**Knowledge of:**

Methods, practices, and procedures used in account record keeping pertinent to area of assignment including accounts receivable, cashiering, or utility collection and billing services.

Principles and procedures of financial record keeping, reporting, and databases.

Mathematical principles applied to financial and statistical record keeping.

Generally accepted accounting and bookkeeping principles and procedures and their application to accounting transactions and databases.

Modern office methods, procedures and equipment including computer programs and applications.

Automated financial management systems.

Cash handling and banking procedures.

Interpret and apply bookkeeping principles and procedures involved in maintaining the control of records, financial statements, and databases.

Prepare and maintain a variety of routine financial statements, reports, records and files.

Examine and verify financial documents and reports.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

**Minimum Qualifications:**

**Experience:**

Three years of increasingly responsible clerical accounting experience.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized course work in accounting or business practices.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment.

**Effective Date:** January, 1999

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