



Job Description

<i>Job Title:</i> Accounting Technician I	<i>FLSA Status:</i> Non-Exempt 2080
<i>Pay Grade:</i> 16	<i>Location:</i> Administration - Finance

General Statement of Duties

Performs paraprofessional accounting, fiscal, and clerical duties in the City Finance Department.

Duties and Responsibilities

Essential Duties and Tasks

Prepares routine financial reports having a prescribed format and submit them for review. Prepares and maintains account balances of grants, enterprise funds or similar appropriations, subject to review and approval. Performs paraprofessional book-keeping functions relative to receipts, disbursements, and data collection. Performs necessary follow-up with collections and other related tasks. Prepares initial reconciliations between subsidiary and general ledger accounts, submits for review and makes subsequent corrections. Assists in the maintenance of financial records for federal projects or enterprise funds. Calculates and processes disbursements such as utility payments, training and travel advances and housing assistance payments subject to review, approval and/or correction. Assists in the development and/or maintenance of complex computerized accounting systems. Performs and/or participates in accounting studies. Provides related background data and findings, under review. Participates in routine internal and external audits under the supervision of a professional. Gather and review specified data. Submit routine reports for review and make necessary corrections.

Perform related duties as assigned.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Knowledge of book-keeping and accounting principles, practices, procedures and terminology.
- Working knowledge of general office practices.
- Working knowledge of related recordkeeping principles and systems (both manual and automated systems).

- Ability to implement related paraprofessional accounting activities, such as, to prepare and reconcile accounting records/reports; to calculate and process accounts receivable/payable; and to implement related accounting programs and systems.
- Ability to operate a calculator and make necessary calculations. Ability to communicate effectively both orally and in writing.
- Ability to maintain effective working relationships.
- Ability to maintain adequate attendance.

Physical Requirements

- Must be able to perform the basic life operational skills of stooping, reaching, walking, pulling, fingering, grasping, feeling, talking, and hearing.
- Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to pull, move or carry objects.
- Must possess the visual acuity to prepare and analyze data and figures, perform accounting tasks, for extensive reading, and to operate a computer terminal.

Desirable Education and Experience

Three years of advanced level accounting, clerical, or bookkeeping experience supplemented by related coursework; or graduation from an accredited two year business college or technical school with an Associate Degree in Accounting and one year of directly related experience.

Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills, and abilities, necessary to perform the duties of this position will also be considered.