

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: SENIOR ACCOUNTING TECHNICIAN **DATE: DECEMBER, 2001**

PERSONNEL COMMISSION APPROVAL: DECEMBER 18, 2019 (REVISED)

COUNCIL APPROVAL: DECEMBER, 2001

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| JOB CODE: | 0288 |
| EMPLOYMENT STATUS: REGULAR FULL-TIME | UNIT |
| REPRESENTATION: MEA | FLSA |
| STATUS: NON-EXEMPT | |

EEOC CODE: ADMINISTRATIVE SUPPORT

DUTIES JOB SUMMARY

Under general supervision, coordinates and performs a variety of advanced level technical accounting duties involving revenue collection, customer service, treasury, accounts payable or receivable, general ledger maintenance and financial reporting; provides work direction to assigned support staff; and performs other duties as required within the scope of the classification.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Division supervisor and/or manager

Supervises: Technicians, part-time staff

DISTINGUISHING CHARACTERISTICS

The Senior Accounting Technician assigns to and reviews work of other accounting technicians, and participates in technical accounting support activities. It is distinguished from the lower classes, Accounting Technician I-II, by the complexity of assignments and degree of responsibility, and may include supervisory duties.

EXAMPLES OF ESSENTIAL DUTIES

- Researches discrepancies or verifies account information using automated data systems, the Internet or hard copy documents; ~~f~~
- Reviews system reports for accuracy or to identify data entry errors; ~~a~~

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- Audits records and files associated with various business transactions; ~~v~~
- Verifies and reconciles accounts receivable transactions such as tax or utility payments, licensing and permit fees and fines; ~~b~~
- Balances transactions at end of day; ~~m~~
- Maintains internal cash controls; ~~p~~
- Performs account maintenance; ~~r~~
- Retrieves, tabulates and audits data and prepares periodic activity or statistical reports; ~~p~~
- Prepares month-end reconciliation and closing entries; ~~a~~
- Audits, reconciles, and prepares journal entries for accounts payable; ~~e~~
- Creates recurring invoices for accounts receivables; ~~p~~
- Processes accounts receivable adjustments and write-offs; ~~i~~
- Monitors delinquent accounts; ~~a~~
- Assists customer with payment arrangements and refers past due accounts to collection agency; ~~i~~
- Processes, verifies, consolidates and deposits all funds accepted by the City including currency, coin, checks and credit card charges; ~~p~~
- Processes and distributes all petty cash requests; ~~m~~
- May print and distribute payroll, medical claim, workers compensation and vendor checks; ~~i~~
- Facilitates quality service to both internal and external customers; ~~a~~
- Assigns and evaluates work, establishes and monitors work standards and procedures, drafts performance evaluations, and recommends disciplinary action according to established City procedures; ~~i~~
- Investigates and responds to complaints, disputes, settlement requests and personally handles more difficult issues; ~~i~~
- Interprets policies, develops procedures, interacts with the public, other agencies, vendors, attorneys and other departments; ~~i~~
- Prepares correspondence using word processing software; maintains complex filing systems; ~~e~~
- Orders supplies and materials; ~~r~~
- Reviews and approves invoices for payment; ~~r~~
- Rearches historical files; ~~m~~
- May perform back-up duties for other positions within the work group; ~~i~~
- Attends professional training to stay abreast of industry best practices;

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- Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays as required;
- Maintains a regular and consistent attendance record;
- Travels to offsite locations within and outside the City;
- Performs other related duties as required

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may ~~Management reserves the right to~~ add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Federal, state, and local laws and regulations pertaining to municipal accounting
- City and departmental policies and procedures;
- Accounting principles and practices;
- Payment processing and receipt processing procedures;
- Standard business software, including word processing, spreadsheet and database programs, as well as specialized accounting software
- Business math and letter writing
- Personal computers and software applications;
- Quality customer service principles and practices.

Ability to:

- Follow oral and written instruction;
- Perform mathematical computations used in accounting;
- Accurately record and retrieve information;
- Meet prescribed deadlines with attention to detail;
- Utilize appropriate interpersonal skills when interacting with diverse communities or confrontational individuals;
- Develop, maintain and follow department processes and regulations;
- Operate standard office equipment including 10 key, personal computers, spreadsheets or other standard software applications and specialized financial systems;

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- Communicate effectively in oral and written form
- Establish and maintain effective working relationships with residents, City staff and supervisors.

Education: ~~The equivalent of a~~ hHigh school diploma or equivalent certificate, supplemented by classes in Accounting, Business Administration or other a-related field.

Experience: *Three (3) years of experience working in a position with responsibility for performing general accounting duties.*

Certifications/License: ~~Possession of a valid California motor vehicle operator's license.~~
A valid California Class C driver license and an acceptable driving record are required by time of appointment and during course of employment.

SPECIAL CONDITIONS

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Tasks involve the ability to exert physical effort in sedentary to light work including moving from one area of the office to another; lifting, carrying, pushing and/or pulling objects and materials of light weight (up to 15 pounds), and sitting, reaching, twisting, and leaning. Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/materials used in performing essential functions such as computer keyboards, calculators, copiers, and other office equipment. Requires

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hearing and speaking to answer the telephone or respond to questions of co-workers, subordinates, or the general public.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

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~~Work involves sedentary to moderate work in an office environment. There is frequent need to sit for extended periods and to lift moderately heavy objects (from 10 to 30 pounds depending on assignment) and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.~~