

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: ACCOUNTING TECHNICIAN I

DATE: DECEMBER, 2001

PERSONNEL COMMISSION APPROVAL: OCTOBER 21, 2020 (Revised)
COUNCIL APPROVAL: DECEMBER, 2001

JOB CODE: 0286
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: HBMTMEA
FLSA STATUS: NON-EXEMPT
EEOC CODE: ADMINISTRATIVE SUPPORT

JOB DUTIES SUMMARY

~~Performs a variety of financial record keeping and reporting duties in support of assigned accounting function including accounts payable, accounts receivable, purchasing and payroll; maintains a variety of accounting records, ledgers, logs and files; and assists in the preparation of financial statements, documents, analyses and reports.~~

~~Under close supervision, provides quality customer service and assists with technical accounting duties involving revenue collection and tax calculations, treasury, accounts payable, accounts receivable, entering requisitions, and/or timekeeping; maintains records ledgers, logs, and files; and assists in the preparation of documents and reports. in answering questions, furnishing information and completing applications for City services and taxes, receives payments from mail and walk-in customers; records incoming revenue for the city including utility bills, parking fines, accounts receivable, invoices, business licenses and building permits; and performs other duties as required within the scope of the classification.~~

SUPERVISION RECEIVED AND EXERCISED

~~Reports to: May report to Division Supervisor, Division Manager, or senior staff~~

DISTINGUISHING CHARACTERISTICS

~~This is the entry-level class in the Accounting Technician series. The Accounting Technician I class is distinguished from the Accounting Technician II by the performance of the more routine tasks and duties assigned to positions within the series. The position including providing general payroll financial record keeping, reporting support and is the point of contact for the public in processing payments, and answering questions, and furnishing information about City services. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Accounting Technician II level and usually exercise less~~

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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.

EXAMPLES OF ESSENTIAL DUTIES

- ~~Performs a variety of payroll and~~ financial record keeping and reporting duties in support of assigned area including in the areas of accounts payable, accounts receivables, revenue management, and purchasing support, and payroll;
- ~~Supports gathers, assembles, tabulates, checks, audits, posts, inputs, and files financial, statistical, personnel and related data; assists in establishing and maintaining accounts, journals and ledgers; prepares accounting entries to transfer funds between accounts; reconciles accounts; verifies, balances and adjusts accounting records; verifies fund balances; maintains control on assigned funds and accounts; assists in the preparation of financial statements and reports; gathers and organizes data to assist management in the preparation of reports and recommendations; receipts, balances and posts cash funds; maintains fixed asset records; reviews and processes purchasing requisitions in accordance with established policies and procedures; receives, audits, processes inputs, and distributes requisitions and purchase orders;~~
- ~~Assists with~~performs a full range of accounts payable duties including assuming responsibility for paying invoices, material requisitions, demands and general debts incurred by the City;
- ~~Ce~~checks documents for accuracy;
- ~~R~~esearches invoices and obtain authorization for payment;
- ~~assists in the establishment of forms and procedures relating to financial record keeping methods;~~Utilizes various computer applications and software packages to; creates spreadsheets, enters data, and generates reports using spreadsheet software and; creates documents using word processing software;
- ~~performs related duties and responsibilities as required.~~
- ~~Accepts payments from walk-in customers, by mail or night depository; opens, closes, operates and balances cash register on a daily basis. Receives, processes, and posts details of~~ accounts receivable and/or civil citation transactions such as utility payments, licensing and permit fees and fines;
- ~~May o~~Opens and sorts in-coming mail for processing;
- ~~Answers telephones, responds to questions, and provides accurate information; greets the public, responds to questions concerning fees, requirements or services, and provides accurate information,~~

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- ~~completes applications for services and licenses; documents, instructions or directs visitor to appropriate party.~~
- Enters financial data into appropriate accounting and computer systems; maintains records and files associated with various business transactions;
 - ~~balances transactions at end of day; Pperforms account maintenance by; updatesing accounts; inputtings and filesing financial, statistical and related data and; retrievesing, gatherings, assembling, tabulatinges, checkings—and auditinges data;:-~~
 - ~~Receives, posts and audits accounts receivable and civil citations; audits accounts for accuracy, researches discrepancies; monitors delinquent accounts, assists customers with payment arrangements, sets up and tracks promissory notes; generates billings and reviews for accuracy.~~
 - Performs routine clerical support duties;
 - Pprepares routine customer correspondence using word processing software;
 - Assists in mmaintainings complex filing systems; researches historical files;
 - Mmay perform back-up duties for other positions within the work group;-;
 - Reports to work as scheduled and may work a variety of schedules which may include evenings, weekends and holidays as required;
 - Performs other related duties as assigned

EXAMPLES OF ESSENTIAL DUTIES (Continued)DEPENDING ON DEPARTMENT/DIVISION ASSIGNMENT, MAY ALSO PERFORM THE FOLLOWING DUTIES:

- Greets the public, responds to questions concerning fees, requirements or services, provides accurate information;
- Accepts payments from walk-in customers, online platforms, by mail or night depository;
- Gathers, assembles, tabulates, checks, audits, posts, inputs, and files financial, statistical, personnel and related data;
- Verifies fund balances; maintains control on assigned funds and accounts and assists in the preparation of financial statements and reports;
- Receipts, balances and posts cash funds; opens, closes, operates and balances cash register on a daily basis;
- Maintains fixed asset records;
- Receives, audits, processes, inputs, and distributes requisitions and purchase

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orders;

- Assists in establishing maintaining, and reconciling accounts, journals and ledgers and prepares accounting entries to transfer funds between accounts;
- Enters bibliographic data into library catalog system;
- Utilizes and assists with maintaining data within the integrated library information system; assists with maintaining library serials check-in and distribution process;
- Completes applications for services and licenses; documents, instructions or directs visitor to appropriate party;
- Gathers and organizes data to assist management in the preparation of reports and recommendations;
- Receives, posts and audits accounts receivable and civil citations, and fines, audits accounts for accuracy, and researches discrepancies;
- Assists with providing customers information and educational materials regarding changes to local, state, and federal laws.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City 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:

- Basic accounting principles and practices
- City and departmental policies and procedures; General understanding of the operations, services and activities of procedures, policies, rules and practices affecting the development, maintenance and control of timekeeping, and fiscal record keeping systems
- assigned payroll or aPrinciples of accounting payment processing, balancing registers and receipt processing procedures;
- Personal computers and software applications, including Microsoft Word and Excel;
- Quality service principles and practices;
- Appropriate safety methods and techniques.

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Ability to:

- Utilize appropriate interpersonal skills when interacting with diverse communities or confrontational individuals;
- Follow oral and written instructions
- Perform mathematical computations used in accounting
- Accurately record and retrieve information
- Meet prescribed deadlines with attention to detail
- Maintain and follow organization and unit rules, policies and procedures with good judgement department processes and regulations; r
- Maintain and follow department processes and regulations
- Recognize hazardous situations and take corrective action
- Operate standard office equipment including 10 key, personal computers and standard office software applications; e
- Communicate effectively in oral and written form and establish and maintain effective working relationships with residents, City staff and supervisors from various departments
- Remain focused during performance of repetitive tasks.

Education: The equivalent of a high school diploma or equivalent certificate. Completion of specialized training bookkeeping, accounting, or related field is desirable.

Experience: Accounting, accounts payable, accounts receivable, bookkeeping, timekeeping, payroll and/or cashiering experience. Specialized training or classes in Accounting, Business Administration or related field is desirable, and may substitute for required experience.

Certifications/License: A valid Possession of a valid California Class C driver motor vehicle operator's 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.

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FLEXIBLE STAFFING/RECLASSIFICATION

Accounting Technician I incumbents may be recommended for reclassification upon meeting the minimum qualifications of Accounting Technician II, specifically:

Classes in Accounting, Business Administration or other related field plus two (2) years of increasingly responsible bookkeeping, cashier, and/or accounting experience.

Reclassification is not automatic. Consideration is subject to the review, recommendation and approval of the Department Head based upon operational and staffing requirements.

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 25 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 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 and requires extended standing or sitting and filing and telephone work. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.~~