

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: ACCOUNTING TECHNICIAN I**

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

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| <b>JOB CODE:</b>            | <b>0286</b>                   |
| <b>EMPLOYMENT STATUS:</b>   | <b>REGULAR FULL-TIME</b>      |
| <b>UNIT REPRESENTATION:</b> | <b>HBMT</b>                   |
| <b>FLSA STATUS:</b>         | <b>NON-EXEMPT</b>             |
| <b>EEOC CODE:</b>           | <b>ADMINISTRATIVE SUPPORT</b> |

**JOB SUMMARY**

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.

**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 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 provides reporting support and is the point of contact for the public in processing payments, 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 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 financial record keeping and reporting duties in support of assigned area including in the areas of accounts payable, accounts receivable, revenue management, and purchasing support;
- Supports purchasing in accordance with established policies and procedures;

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: ACCOUNTING TECHNICIAN I**

- Assists with accounts payable duties including paying invoices;
- Checks documents for accuracy;
- Researches invoices and obtain authorization for payment;
- Utilizes various computer applications and software packages to create spreadsheets, enter data, and generate reports using spreadsheet software and creates documents using word processing software;
- Receives, processes, and posts details of accounts receivable and/or civil citations such as utility payments, licensing and permit fees and fines;
- May open and sort in-coming mail for processing;
- Answers telephones, responds to questions, and provides accurate information;
- Enters financial data into appropriate accounting and computer systems; maintains records and files associated with various business transactions;
- Performs account maintenance by updating accounts; inputting and filing financial, statistical and related data and retrieving, gathering, assembling, tabulating, checking and auditing data;
- Performs routine clerical support duties;
- Prepares routine customer correspondence using word processing software;
- Assists in maintaining complex filing systems; researches historical files;
- May 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

**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

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: ACCOUNTING TECHNICIAN I**

- 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 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
- General understanding of procedures, policies, rules and practices affecting the development, maintenance and control of timekeeping, and fiscal record keeping systems
- Principles 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

**Ability to:**

- Utilize appropriate interpersonal skills when interacting with diverse communities or confrontational individuals

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



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- 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
- 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
- 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:** High school diploma or equivalent certificate.

**Experience:** Accounting, accounts payable, accounts receivable, bookkeeping, timekeeping, 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 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.

**FLEXIBLE STAFFING/RECLASSIFICATION**

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

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



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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.

Rev. Feb 2020/pa