

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: ACCOUNTING TECHNICIAN II

PERSONNEL COMMISSION APPROVAL: OCTOBER 21, 2020 (Revised)

COUNCIL APPROVAL: DECEMBER, 2001

JOB CODE: 0287
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: HBMT
FLSA STATUS: NON-EXEMPT
EEOC CODE: ADMINISTRATIVE SUPPORT

JOB SUMMARY

Under general supervision, performs a variety of technical accounting duties involving revenue collection and tax calculations, customer service, treasury, accounts payable, accounts receivable, requisitioning and purchasing of supplies, materials, equipment and/or services, and timekeeping; maintains a variety of records, ledgers, logs, files and systems; and assists in the preparation of documents, reports, and/or analyses and financial statements.

SUPERVISION RECEIVED AND EXERCISED

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

DISTINGUISHING CHARACTERISTICS

The Accounting Technician II is the journey-level class in the accounting technician series. Employees within this class are distinguished from the Accounting Technician I by the performance of the full range of duties as assigned including performing the full range of general timekeeping and financial record keeping and reporting duties. 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. This position is distinguished from the Senior Accounting Technician classification in that the latter performs advanced level technical accounting duties in support of an assigned division or department and may perform supervisory responsibilities.

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,

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- revenue management and purchasing;
- Assists in establishing and maintaining accounts, journals and ledgers and prepares accounting entries to transfer funds between accounts;
 - Reconciles accounts;
 - Reviews and processes purchase requisitions in accordance with established policies and procedures;
 - Performs a full range of accounts payable duties including paying invoices;
 - Checks documents for accuracy;
 - Researches invoices and obtains 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 transactions such as utility payments, licensing and permit fees and fines;
 - Answers telephones, responds to questions, provides accurate information;
 - Enters financial data into appropriate accounting and computer systems and maintains records and files associated with various business transactions;
 - Verifies and reconciles accounts receivable transactions;
 - Performs account maintenance by updating accounts, inputting and filing financial, statistical and related data, and retrieving, gathering, assembling, tabulating, checking and auditing data and preparing reports;
 - Generates billings and reviews for accuracy;
 - Prepares customer correspondence using word processing software;
 - Maintains complex filing systems and 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, audits, posts, maintains, and inputs records into timekeeping reporting system;

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- 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 recommendations;
- Receipts, balances and posts cash funds; opens, closes, operates and balances cash register on a daily basis;
- Maintains fixed asset records;
- Maintains and controls department Petty Cash funds;
- Receives, audits, processes, inputs and distributes requisitions and purchase orders;
- Orders materials, supplies, equipment and services; receives shipments and ensures accuracy of orders; communicates with vendors;
- Enters bibliographic data into library catalog system;
- Sets parameters, utilizes and maintains data within the integrated library information system; maintains library serials check-in and distribution process;
- Assists with budget preparation, inputs budget figures and narratives into financial reporting system;
- Assists in the establishment of forms and procedures relating to financial record keeping methods;
- Completes applications for services and licenses, provides documents, instructions or directs visitor to appropriate party;
- Receives, posts and audits accounts receivable, civil citations, and fines, audits accounts for accuracy, and researches discrepancies;
- Monitors delinquent accounts, assists customers with payment arrangements, sets up and tracks promissory notes and refers past due accounts to collection agencies;
- 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:

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Knowledge of:

- Operations, services and activities of a governmental accounting program
- Procedures, policies, rules and practices affecting the development, maintenance and control of fiscal record keeping systems
- Pertinent Federal, State and local codes, laws and regulations
- Principles and practices of timekeeping processing, budget preparation and administration
- City and departmental policies and procedures
- Basic accounting principles and practices
- 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:

- Provide the full range of responsible technical accounting work in support of area to which assigned
- Interpret and apply pertinent Federal, State and local codes, laws and regulations
- Interpret and apply organization and unit rules, policies, and procedures with good judgment
- Review and interpret financial transactions and formulas
- Monitor and maintain account balances and assigned budgets
- Establish and maintain a full range of timekeeping, financial and/or accounting records, statements and reports
- Follow oral and written instructions
- 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
- 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 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.

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Education: High school diploma or equivalent certificate supplemented by classes in Accounting, Business Administration or other related field.

Experience: Two years of increasingly responsible bookkeeping, cashier, and/or accounting 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.

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