

CITY OF BIG BEAR LAKE

ACCOUNTING TECHNICIAN

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, performs clerical, paraprofessional, and technical accounting activities, including revenue and collections activities for payroll, Transient Occupancy Taxes, Sewer Tax Rolls, and grants; balances cash receipts and reconciles bank statements; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Accounting Technician** is the journey level classification expected to perform the full scope of paraprofessional revenue collection, reporting and related assignments. Assignments are characterized by the presence of fairly clear guidelines from which to make decisions, and the availability of supervision when required. Duties may include payroll processing, billing and collection of Transient Occupancy Taxes, Sewer Tax Rolls, data preparation, grant reporting, and miscellaneous financial reports. This class is distinguished from the next higher class of Accountant, which performs professional level accounting and reporting duties.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Finance Supervisor. Incumbents do not routinely exercise supervision.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Performs clerical, paraprofessional, and technical accounting activities in support of assigned functions; prepares and processes payroll and billing; reports all revenues to the City; prepares and verifies accounts receivable.
- Balances and reconciles daily cash receipts; audits all City Petty Cash drawers; prepares cash received for deposit and reconciles bank statements; obtains invoices and pays City credit cards.
- Processes the City's payroll; issues and collects time sheets; enters overtime rates, retroactive pay, and step increases; validates vacation, sick leave, and comp time accruals; processes changes to pay rates, retroactive payments, deductions, and benefits; processes and prints checks, journal entries and reports.
- Prepares and enters journal entries; enters City and DWP invoices and prepares payments; enters budget adjustments to the General Ledger.

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- Ensures that accounts payable, accounts receivable, purchasing, and cash disbursement services are provided in a timely and accurate manner; coordinates payment plans to facilitate the collection of unpaid debts owed to the City.
- Verifies payroll data and accurately enters into the financial accounting system; reconciles, analyzes, and allocates in accordance with City procedures employee benefit and deduction costs; makes payroll corrections; ensures quarterly and annual payroll tax reporting and annual payroll are completed in accordance with State and Federal guidelines.
- Assists in preparing the City's annual operating budget as directed.
- Maintains revenue folders, reports, and spreadsheets; maintains the City's incoming revenue and expenses.
- Obtains payroll and expenditure information from departments for grant reporting and input; ensures appropriate grant funds are received and entered.
- Sends Transient Occupancy Tax (TOT) report forms to hotels and vacation rental properties; collects and enters TOT payments.
- Prepares a variety of monthly, quarterly, and annual reports, including tax reports; prepares spreadsheets and journal entries.
- Establishes and maintains positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data, and using a computer. Hearing sufficient to provide telephone and personal service is required. The ability to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an **Accounting Technician**. A typical way of obtaining the required qualifications is to possess the equivalent of four years of general paraprofessional accounting experience, and a high school diploma or equivalent, supplemented by course work in

accounting, bookkeeping, or a related field. An associate's degree in a related field is highly desirable.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license prior to appointment.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern principles and practices of financial record keeping, report writing, and basic governmental revenue accounting; general ledgers, and journal entries; computer operations and databases; basic principles of mathematics; applicable federal, state and local laws, codes, and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices, and equipment; modern office practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to:

Prepare, maintain, and reconcile various financial, accounting, and statistical records; keep accurate records; respond to questions from the public and City personnel regarding policies and procedures for assigned areas; perform mathematical calculations quickly and accurately; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing, spreadsheet, and software applications, including financial systems.