

City of San José
CLASS SPECIFICATION

Title: Accounting Technician (FT/PT) (1225/1227)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Varies	Varies	Non-exempt

CLASS SUMMARY

Under direction, performs complex paraprofessional accounting work on the maintenance of financial records, systems or transactions. Processes financial documents according to internal regulations, and in compliance with city, county, state or federal requirements. Interfaces with other City departments, auditors, business entities, governmental jurisdiction and general public, giving and receiving information regarding area of financial responsibility. May perform the most complex payroll processing work in an assigned department. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is the highest level class in the non-professional accounting series responsible for performing paraprofessional accounting work. Incumbents regularly work on tasks that are varied, requiring discretion and independent judgment. Positions in this classification rely on experience and judgment to perform assigned work. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver work products. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

This class differs from the next lower class of Principal Account Clerk based upon the technical difficulty of assigned duties. This class differs from the Accountant I class in that the latter is a professional level class wherein incumbents may prepare and sign off reports, statements and audits and perform other professional accounting functions.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

Completion of high school or equivalent (General Education Development [GED] Test or California Proficiency Certificate), AND at least four (4) years performing responsible accounting clerical work, including at least two (2) years of experience reviewing and balancing ledgers, processing and reviewing revenues, payments, or requisitions, or serving as a timekeeper and processing payroll.

Acceptable Substitution

A bachelor's degree in a related field from an accredited college or university may be substituted for the required experience.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Competencies

(Needed at entry into the job in order to perform the essential duties.)

- Job Expertise - Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.

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- **Communication Skills** - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills; displays openness to other people's ideas and thoughts.
- **Computer Skills** - Experienced with financial management system and common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- **Teamwork & Interpersonal Skills** - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
- **Customer Service** - Demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently using professional demeanor.
- **Decision Making** - Identifies and understands issues, problems, and opportunities; uses effective approaches for choosing a course of action or developing appropriate solutions.
- **Flexibility** - Makes effective decisions and achieves desired results in the midst of major changes in responsibilities, work processes, timeframes, performance expectations, organizational culture, or work environment.
- **Problem Solving** - Approaches a situation or problem by defining the problem or issue; determines the significance of problem(s); collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.
- **Reliability** - Completes quality work assignments in a timely and efficient manner; fulfills responsibilities and maintains confidentiality as appropriate.

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
1.	Provides detailed technical paraprofessional accounting records to operating departments or Finance Department, including but not limited to: summaries, inventories, control reports, projections or analyses.	Daily/Several Times
2.	Processes financial documents according to internal regulations, and in compliance with county, state or federal requirements; reviews records or other documents to resolve problems and/or determine proper coding, entries and documentation; researches payments received by the City; processes payments and other accounting entries to the Financial Management System (FMS); scans and saves all documents in accordance with policy.	Daily/Several Times
3.	May supervise accounting clerical personnel, assign, and evaluate work.	Daily/Several Times

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DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
4.	Advises operating departments/units in setting up and conducting financial matters and departmental program budgets according to City regulations.	Daily/Several Times
5.	Interfaces with other City departments, auditors, business entities, governmental jurisdiction and general public, giving and receiving information regarding area of financial responsibility.	Daily/Several Times
6.	Operates and utilizes a variety of standard office equipment, including but not limited to computers, printers, scanners, phones, calculators, fax, software programs, and accounting machines and equipment.	Daily/Several Times
7.	Prepares organized, legible, and concise written and verbal communication applying directives that are thorough, accurate and comprehensive.	Daily/Several Times
8.	Within an assigned department, may perform the most complex payroll processing work; ensures shift, premium pay and related compensation or benefits calculations are properly entered and maintained in the payroll system; prepares and submits payroll related reports.	Daily
9.	Maintains financial, real estate, legal documents, and computer records for property and federally funded loans: responsible for loan collections and payoffs.	Weekly
10.	Provides clerical and technical support to other staff within the department or within an assigned functional area.	Weekly
11.	Performs other related duties as required.	As Required

*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

PHYSICAL/ENVIRONMENTAL ELEMENTS

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

In an office environment, possess ability to:

- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Communicate in person and over the telephone;
- Lift, carry, push, and pull materials and objects up to 25 pounds, or heavier weights, in all cases with the use of proper equipment;
- Move between/within work areas, including but not limited to sitting, walking, and standing on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Be exposed to moderate noise levels and controlled temperature conditions;
- Maintain professional demeanor during interactions with staff, customers, and the public.

CLASSIFICATION HISTORY Created 5/80, Rev. 7/83, Rev. 4/85, Rev. 6/86, Rev. 08/18; Rev. 01/20; s003