

## CITY OF HEMET

### ACCOUNTING TECHNICIAN I/II

*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, learns to perform and performs clerical and technical accounting activities, including billing and billing adjustment, utility deposit collections, posting various payments, cashiering and business licenses; performs a variety of customer service duties, which may include acting as the City's main receptionist, switchboard operator or assisting utility customers; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

##### **Accounting Technician I**

The **Accounting Technician I** is the entry level class that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine accounting and customer service duties while learning City policies and procedures. As experience is gained, there is greater independence of action within established guidelines. This classification is alternatively staffed with Accounting Technician II and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level class.

##### **Accounting Technician II**

The **Accounting Technician II** is the journey level class expected to perform the full scope of clerical and technical accounting and customer service activities, and related support duties with minimum supervision. Assignments are characterized by the presence of fairly clear guidelines from which to make decisions and the availability of supervision when required. This classification is distinguished from the next higher classification of Accounting Technician III in that the latter is responsible for performing the more complex duties, including payroll, accounts receivable and accounts payable, and may provide lead supervision.

#### **SUPERVISION EXERCISED/RECEIVED:**

##### **Accounting Technician I**

Receives immediate supervision from the Accounting Manager. Incumbents in this position do not routinely exercise supervision.

##### **Accounting Technician II**

Receives general supervision from the Accounting Manager. Incumbents in this position do not routinely exercise supervision.

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

- Performs technical and clerical accounting activities, including billing and billing adjustment, utility deposit collections, posting various payments, cashiering and business licenses; performs a variety of customer service duties, which may include acting as the City's main receptionist, switchboard operator or assisting utility customers.
- Adjusts billing fees for water and refuse; sends various notices to customers; cuts off accounts for non-payment and notifies Code Enforcement if necessary; sends cut off report to the Yard; signs-off on final inspection for water and refuse to ensure no money is owed to the City.
- Sets up accounts for water and refuse; prepares vacation turn-off/on for water and refuse customers; prepares 15 day tag notices; processes return checks for water; processes late payments; prepares deposit installments for troubled accounts; receipts adjustments.
- Tracks revenue produced from water and refuse services; maintains all related water and refuse spreadsheets; prepares next time billing; adjusts cash for billing.
- Posts payments received for water services, code enforcement, planning, administration, accounts receivable and engineering; collects payments left in the City's drop box; posts payments made by various agencies for sales tax, police and fire reimbursements, and from vendors; codes all accounts for money received.
- Issues business licenses; posts new and renewal business license payments; posts and prints building permits; batches business license and water payments.
- Reconciles the daily cash monies to receipts; issues cash receipts; maintains cash receipt records; operates the City's cash register; prepares deposit slips as assigned.
- Responds to inquiries in person or by phone; directs customers to the appropriate department; answers a variety of questions; calls appropriate staff to the counter to assist customers.
- May provide general clerical support to department managers; monitors supply inventory; schedules the use of the City's pool car.
- Provides back-up support to all other Accounting Technicians.
- Establishes 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, kneeling, squatting and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in data entry and preparing reports using a computer keyboard. Additionally, the position requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also 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 I/II**. A typical way of obtaining the required qualifications is to possess the equivalent of:

**Accounting Technician I**

One year of general clerical accounting experience, and a high school diploma or equivalent, supplemented by course work in accounting, bookkeeping, or a related field.

**Accounting Technician II**

In addition to the above, one year of experience in general clerical accounting equivalent to that of an Accounting Technician I at the City of Hemet.

**License/Certificate:**

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

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the Accounting Technician I and II levels.)*

**Knowledge of:**

Modern principles and practices of financial record keeping, transaction codes, bookkeeping, utility billing and basic governmental accounting; cash handling techniques; business license ordinances and fees; 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 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; perform cashiering duties accurately; 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.

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**Skill to:**

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