

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: ACCOUNTING TECHNICIAN

DEPARTMENT: VARIOUS

BASIC FUNCTION:

Under general supervision, to perform specialized and difficult clerical accounting tasks; to assist in the planning, assignment and supervision of employees involved in the performance of varied clerical accounting work; and to perform other related work as assigned.

DISTINGUISHING CHARACTERISTICS:

This level is distinguished from the Account Clerk I and II as the senior or advanced clerical accounting level. Positions in this class are expected to be able to perform difficult and varied clerical accounting tasks independently and demonstrate initiative under broad guidelines with review of overall results; understand and apply codes, policies and laws; and, to provide technical assistance and guidance to lower level accounting clerks or other clerical staff in a lead capacity. The next higher level is the Accounting Supervisor whose primary responsibility is supervising an accounting unit and directing and evaluating the work of others.

KEY RESPONSIBILITIES:

(These are representative duties and the emphasis on certain duties will vary depending on the job assignment.)

Perform a variety of complex technical tasks involving the utilization of automated accounting and/or technical recordkeeping systems, including but not limited to, the development of forms and requirements for data entry, the review and checking of data prior to data entry, assist in the assignment of work to co-workers, assignment of account classification codes and preparation of specialized reports.

Participate in and/or provide lead responsibility in a variety of accounting activities, including accounts payable, accounts receivable, payroll and the preparation of departmental reports, audit of bills and invoices, balancing of cash drawer, and preparation of deposits.

Interpret state and federal codes, laws, the city Ordinance, and procedures that relate to the assigned areas and suggest recommended actions.

Generate and review summary reports for verifying information, identification of problem areas, analysis of specific data for further processing or researching information.

May assist in budget preparation, including development of reports and formulas, analysis of operating costs, and research of past expenditures as requested.

Design, review and check records, forms and other documents for accuracy, completeness and conformance to rules and regulations.

Respond and resolve citizen complaints and requests for information; explain procedures and policies related to department operations.

Prepare and maintain electronic and manual records and files related to assignment.

Prepare correspondence as necessary.

Assist in providing work direction and training to co-workers as assigned.

Assist in the development and implementation of systems and procedures.

Perform miscellaneous office and clerical duties as assigned.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

- Principles, practices, terminology and forms used in bookkeeping and accounting work.
- State and Federal laws, the Carlsbad Municipal Code, city policies, and procedures related to the assigned duties.
- Standard office methods, practices and procedures.
- Computerized accounting and recordkeeping systems and related software applications for performing required duties.
- Basic cost control and auditing procedures and practices.

Skill In:

- Operating a standard ten key calculator by touch.

Ability to:

- Demonstrate and foster excellent customer service.
- Perform difficult clerical accounting work using independent judgment and initiative.
- Operate computer systems and related equipment as well as standard office equipment necessary to perform the work.
- Learn and process information using specialized software applications; e.g., database management, spreadsheets and word processing.
- Learn, apply, and explain applicable laws, the Carlsbad Municipal Code and city policies and procedures.
- Prepare accurate departmental reports.
- Make arithmetical calculations with speed and accuracy.
- Analyze financial records and find and correct errors.
- Communicate effectively orally and in writing.
- Establish and maintain cooperative relationships.
- Provide work direction and train co-workers as assigned.

EXPERIENCE AND EDUCATION:

Any combination equivalent to the experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to the completion of the twelfth grade, including or supplemented by courses in bookkeeping and accounting, and, two years of increasingly responsible clerical accounting experience similar to the duties required of the Account Clerk II position.

PHYSICAL STANDARDS:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office and computer equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read information and documents; observe and interpret people and situations; learn and apply new information or skills; perform detailed work; and interact with staff and others encountered in the course of work.

Incumbents may occasionally need to travel to various city locations or to off-site meetings as necessary and as the assignment demands.

DATE APPROVED: June 5, 2001