

CLASSIFICATION ADDENDUM

Job Title: Accounting Technician

Classification Specification: Management Support Technician

Barg Unit: OPE

Pay Grade: B21-B22

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

Essential Characteristics and Duties Addendum

The Accounting Technician performs advanced bookkeeping and paraprofessional accounting work, to include one or more of the following activities: accounts payable; accounts receivable, assessments; foreclosures; and reconciliation of the city's general ledger accounts. Coordinates incoming financial data, reports; provides technical information and program guidance to City staff, vendors, and the public; prepares, balances and reviews a wide variety of financial reports and records for accuracy, makes corrections as needed; maintains ledgers and journals; reviews and audits various transactions and records for accuracy and adherence to guidelines; works with auditors and other agency representatives to ensure compliance with accounting requirements; contributes to the planning, implementation and modification of financial systems. Performs related duties as assigned.

Qualifications Addendum

An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.

Training & Experience:

- In the field of accounting or bookkeeping or related training, that includes sufficient experience in bookkeeping or financial recordkeeping activities. Previous experience in automated accounting systems is highly desirable.

Licensing Requirements:

- N/A

Knowledge:

- Advanced bookkeeping and paraprofessional accounting practices and concepts as applied to governmental accounting;
- Procedures and practices that enhance the effectiveness of fiscal controls.

Skills: *(Demonstrated skill in performing the following)*

- Performing bookkeeping assignments with negligible errors;
- Compiling and analyzing data; preparing accurate financial activity reports;
- Posting complex data and making arithmetic calculations with speed and accuracy.

Qualification For Grade Progression:

B21- Contributing

B22- Journey

Physical Requirements Addendum

Sedentary Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis.

Addendum History

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