

City of South San Francisco  
Human Resources Department

**Accounting Technician**  
Class Description

**Definition**

Under general supervision, performs a variety of complex and specialized paraprofessional accounting duties in an assigned functional area of responsibility; functions as a liaison between the Finance Department, members of the public, and other City departments by answering questions and solving complicated and/or sensitive problems; and performs other related duties as assigned.

**Distinguishing Characteristics**

The Accounting Technician is the experienced paraprofessional classification within the Accounting series. Accounting Technician is distinguished from the lower Accounting support classifications by the level of complexity of assignments and degree of independent judgment required. Positions assigned to this class are required to carry out assigned duties and responsibilities under general supervision and receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

**Typical and Important Duties**

1. Perform specialized and detailed work in the review and processing of various financial records and related materials; ensure the integrity of data and information related to area of assignment which may include cash management, customer service, and/or accounts payable/receivable.
2. Receive, research and resolve discrepancies related to cash management, customer service, and/or accounts payable/receivable; receive, research and respond to inquiries from other departments, vendors, and customers.
3. Analyze and reconcile a variety of journals, accounts, reports and records; prepare, process, and maintain accounting system records, and transactions.
4. Prepare journal entries and general ledger reconciliations and perform month and year-end closing of accounting records; assist with budget development and monitoring.
5. Balance financial information system controls; balance and post financial transactions to ledgers and sub-ledgers and reconcile to the accounting system; balance various other financial transactions with source documents and controls.
6. Prepare, compile, tabulate and maintain data and complex documents; assist with preparing technical financial, statistical and operational reports, statements and records.
7. Respond to inquiries from the public in person, by telephone, and/or in writing, regarding areas of responsibility and initiate appropriate action to resolve problems.
8. Research and answer employee and City departments' inquiries regarding the status of accounts and payments, including proper transaction coding and related matters.

9. Plan, prioritize, and review the work of staff assigned to a variety of clerical accounting functions, as assigned.
10. Serve as administrator for a variety of software; add and delete users; and coordinate with software vendor for the resolution of issues.
11. Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service
12. Perform related duties and responsibilities as assigned.

### **Job-related Qualifications**

#### *Knowledge of:*

- Practices, methods, and terminology used in financial and statistical record keeping.
- Principles and practices of routine analytical research.
- Customer service principles and problem resolution techniques.
- Modern office practices and procedures, computer equipment and software applications related to financial accounting.
- Business letter writing and report preparation.
- Pertinent local, State and Federal laws, ordinances, rules and regulations.
- Governmental accounting and reporting practices, especially as applied to municipal organizations.
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone.

#### *Ability to:*

- Perform difficult and responsible technical work involving financial and related statistical record keeping.
- Prepare, process, review, and check submitted accounting and financial documents, records, and forms for accuracy, completeness and conformance to applicable policies, rules, and regulations.
- Research and compile technical and financial information.
- Operate a personal computer for data entry, inquiry, and report generation.
- Maintain confidentiality of a wide range of sensitive information.
- Make accurate mathematical calculations.
- Respond to and assist in resolving difficult and/or sensitive inquiries related to financial accounting records and processes.
- Establish and maintain cooperative relationships with those contacted in the course of the work.
- Represent the City and the department effectively in contacts with representatives of other agencies, City departments, and the public.
- Take a proactive approach to customer service issues.
- Work in a safe manner, following City safety practices and procedures.

#### *Skill in:*

- Word processing and working with a variety of computer applications with sufficient speed and accuracy to perform assigned work.

- Entering and retrieving data into standard computer with speed and accuracy sufficient to perform assigned work.
- Managing electronic and hard copy records.

### **Experience and Training**

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

*Experience:* Three years of progressively more responsible technical or clerical accounting support experience, with at least two years equivalent to the Accounting Assistant II classification in South San Francisco.

*Training:* Equivalent to an Associate's degree from an accredited college or university with major course work in public administration, business administration or a related field.

### **Licenses and Certificates**

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or the ability to obtain, an appropriate, valid California driver's license and a satisfactory driving record.

### **Special Requirements**

Essential duties require the following physical skills and work environment:

*Physical Skills:* Able to use standard office equipment, including a computer; mobility to work in a typical office setting to use standard office equipment; sit, stand, walk, kneel, crouch, stoop, squat, twist, and maintain sustained posture in a seated position for prolonged periods of time; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone; lift and carry 35 pound boxes, files, and materials.

*Work environment:* Work in a standard office setting.

*Ability to:* Travel to different sites and locations. drive safely to different sites and locations; and maintain a safe driving record.

Approved:	October, 2023
Revised Date:	
Former Titles:	
Abolished:	
Bargaining Unit:	AFSCME
DOT:	No
Physical:	N/A
Status:	Classified/non-exempt
EEOC Category:	5. Paraprofessional
Job Code:	A230