

City of Coalinga

155 W. Durian

Coalinga, CA 93210

Accounting Technician

Pay Class: 27 Basic

FLSA Non-Exempt

DEFINITION

Under general supervision of the Financial Services Supervisor, performs a variety of complex, technical and clerical accounting duties in support of the Financial Services Department; provides confidential support to Finance Manager and Financial Services Director, including but not limited to, assisting with the external audit, payroll functions, budgeting and general ledger reconciliation; maintains and processes financial records; assists with accounts payable, accounts receivable, utility billing, business licenses and the front counter as needed; and completes other duties as required.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Management reserves the right to assign other related tasks if such duties are a logical assignment for this position.

- Assists with a full range of financial recordkeeping and reporting duties, including general ledger, accounts payable, accounts receivable, payroll, business licenses and utility billing.
- Processes business license applications; reviews applications for accuracy and completeness; records and files documents; issues business licenses for owners of businesses.
- Performs administrative and general clerical duties; calculates fees and collects payments; prepares bank deposits and balances daily cash reports.
- Performs detailed and difficult calculations, recordkeeping and reconciliation; generates journals and registers associated with Financial Services.
- Researches, compiles and analyzes data related to a variety of special projects; composes correspondence, assists in the preparation of a variety of financial documents, reports and special projects; develops statistical charts; monitors various accounts, sets up files and spreadsheets.
- Assists in the coordination of the annual external audit; interfaces with auditors and reviews the general ledger for unusual postings and transactions.
- Assists employees and customers at the front counter and on the phone; responds to employee/customer inquiries; answers questions, provides information and/or directs to appropriate staff; provides forms, additional documentation and other materials as needed.

- Maintains detailed general ledger records through computerized system; utilizes assigned computer software programs, 10-key calculator and general office equipment.
- Prepares and files accounting and financial transaction reports at various intervals.
- Performs other related work as required.

MINIMUM QUALIFICATIONS

NOTE: The specifications listed below outline the desirable qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

Education: Equivalent to completion of the twelfth grade; one (1) year of specialized training provided through on-the-job programs, seminars, workshops, vocational training or college is highly desirable.

Experience: Four (4) years of increasingly responsible accounting and general financial recordkeeping and accounting experience related to above duties or an equivalent combination of experience and education that could provide the required knowledge and ability.

Licenses: Valid State of California Drivers License, Class C; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs.

Other: Must be a U.S. citizen or Legal Resident Alien; pass a background investigation and a physical examination including a drug test; and be bondable.

NOTE: It is the employee's responsibility to renew all applicable license(s). The City will reimburse the employee for any required training expenses.

KNOWLEDGE, SKILLS AND ABILITIES

NOTE: The following are a representative sample of the KSA's necessary to perform essential tasks of the position.

Knowledge of: Budgeting and municipal and fiscal accounting practices, methods, forms, techniques and procedures; automated information systems and methods, including spreadsheets and other accounting and business software; business math and elementary statistical methods and techniques; public administration, municipal organization and department operations including applicable laws and regulations; processing and reconciling payroll, accounts receivable, accounts payable, utility billing, business licenses and other financial transactions; internal control principles and methods of application; principles of supervision, training and evaluations; modern office practices and procedures.

Skill and Ability to: Be proficient in word processing, spreadsheets, data bank and presentations; develop, recommend, install, and evaluate complex accounting systems, procedures, and internal controls; analyze and prepare complex financial statements and reports; plan, direct and evaluate the work of subordinates; analyze and interpret complex laws, regulations and codes; express ideas clearly both orally and in writing in the English language; work under tight deadlines; effectively prioritize

and manage time; successfully multi-task and keep organized; maintain strict confidentiality and unquestionable integrity; have excellent attendance and be punctual; develop effective working relationships with supervisors, fellow employees, and the public; bilingual in English and Spanish is highly desirable.

ATTITUDE

Characterized by initiative, commitment to teamwork and quality performance, and a customer-service orientation; must interact in a positive manner with City employees and the public.

PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS

NOTE: The physical and psychological demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this classification. Reasonable accommodations may be made to enable an individual with qualified disabilities to perform the essential functions of this job, on a case-by-case basis.

Ability to work in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities such as hearing and speaking to exchange information in person and on the telephone; vision sufficient to read written materials, including small print, and personal computer monitor; sitting for extended periods of time; occasional walking to other offices and standing for brief periods; bending and reaching to place or retrieve files, office supplies, binders and other reference materials; dexterity of hands and fingers to operate a personal computer, typewriter and other office equipment. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Individual must exercise good judgment, be flexible and sensitive in response to changing situations and needs; and communicate clearly and concisely, both orally and in writing.

Approved by  8/23/22
Marissa Trejo, City Manager Date