

**CITY OF MILLBRAE
CLASSIFICATION SPECIFICATION**

**ACCOUNTING TECHNICIAN
FEBRUARY 2019**

DEFINITION

Under general supervision, performs a variety of technical and specialized accounting support work, including accounts payable, accounts receivable and utility billing; prepares and monitors a variety of accounts, including posting, reconciling and balancing; provides customer service to other staff and the public; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Accounting Technician is a paraprofessional level accounting position that is responsible for performing technical and complex accounting and financial support work. This class is distinguished from the Senior Accounting Technician in that the Senior Accounting Technician provides lead direction and may be assigned confidential work related to payroll processing.

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision from supervisory or management staff in assigned department.

DUTIES AND RESPONSIBILITIES

The duties listed below are illustrative only and are not meant to be a full and exhaustive listing of all of the duties and responsibilities of the position.

- Performs a variety of technical and complex accounting, financial and/or budgetary support work;
- Reviews, interprets and processes a variety of financial records and transactions;
- Performs a variety of billing, collections and customer service functions, including opening and closing accounts, updating customer demographic information, sending delinquent and disconnection notices, collection processes, and related work; accepts and processes payments; balances cash drawer; prepares and reconciles bank deposits;
- Processes invoices; responds to vendor inquiries; updates automated financial system;
- Maintains a variety of records, ledgers, reports and accounts, including posting, balancing and reconciliation; audits and verifies various information; may calculate and maintain tax documents;
- Provides effective customer service to the public, operating departments, and outside auditors; provides accurate information related to area of assignment;
- Prepares daily, weekly, quarterly, annual and special reports related to functional areas; receives, processes and distributes mail;
- Determines the amount of fines, fees and other monies due to the City; interprets and applies complex rules and regulations; ensures that receipts are balanced on a regular basis; and
- Performs related duties as assigned.

JOB-RELATED QUALIFICATIONS

Knowledge of: Modern office practices and procedures; basic mathematics; basic accounting recordkeeping and coding practices; proper business English, punctuation, spelling, grammar, and vocabulary; computers, software and peripheral equipment; basic terminology, principles, methods and practices used in billing financial operations.

Ability to: Communicate effectively and deal courteously and effectively with those contacted during the course of work; interpret and apply coding systems, procedures, rules and instructions; operate various pieces of office equipment with speed and skill; produce understandable and accurate narrative and numerical records; efficiently operate a personal computer and related software; learn, interpret, and apply departmental policies, memorandums of understanding, laws, and regulations; maintain confidential data and information; learn new methods, systems and equipment operations as work methods and office systems change or evolve; work under pressure.

EDUCATION AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities. A typical way would be:

Education: High school diploma or equivalent (GED). Training in accounting, billing, finance or related field is desirable.

Experience: Two (2) years of office support work with at least one (1) year of experience performing basic accounting and/or financial support work.

License: None

SPECIAL REQUIREMENTS

Speak clearly and understandably; ability to work in a standard office environment and use computer software applicable to the job; physical stamina and mental alertness to work additional hours to meet deadlines; vision adequate to quickly and accurately review documents; hear and speak well enough to converse by telephone, and in person, and be clearly understood.