



CITY OF CHINO

Accounting Technician

Definition:

Under general supervision, performs a variety of specialized, technical, and complex accounting clerical work of above average difficulty in connection with the preparation, review and maintenance of financial and statistical records; and does related work as assigned.

Class Characteristics:

This is a multiple position classification, responsible for varied and complex segments of the accounting or record keeping system. Work generally involves assignments requiring frequent choices in the application of a variety of procedures, as well as a thorough understanding of the record keeping system and related transactions.

Essential Functions:

- Audit claims, warrants, computer source documents, and other records for accuracy, where interpretation of established procedures or working with a variety of accounts is required; code and otherwise prepare for further processing according to established procedures.
- Post, adjust, and reconcile internal accounts and balances to centralized accounting records; use judgment in balancing and reconciling differences within the record keeping system, resolving most problems without assistance.
- Provide information to other departments or the public which require judgment and interpretation; search for and abstract technical data, and provide detailed explanations of policies and procedures; refer only matters requiring policy decisions to the immediate supervisor.
- Collect money for a variety of accounts and may calculate payments using complicated formulas; assist the public by providing detailed explanations and interpretations of rules and regulations as they are related to individual payments.
- Prepare tax returns and other reporting documentation related to payables matters; process payments; compile routine reports related to assigned activity.
- Prepare statistical reports, correspondence, and related documents according to prescribed format; operate a variety of office equipment as required.
- Assist others involved in related activity.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform related duties, as required, all within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. Incumbents will possess the most desirable combination of training, skills, and experience, as demonstrated in their past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D. (required).
- Completion of college level course work in accounting, bookkeeping, or finance.

Experience:

- Three years of experience in accounting or a related field which involved maintaining financial and statistical records.

Thorough knowledge of:

- Record keeping system and related transactions.

Considerable knowledge of:

- City policies and procedures involved in the preparation and processing of fiscal records.
- Procedures, methods, and office equipment used in financial transactions and record keeping.

Knowledge of:

- Data processing systems/applications related to accounting procedures and practices.

Skill in:

- Operation of a variety of office equipment.

Ability to:

- Work independently.
- Analyze unusual situations involved in fiscal, financial and statistical record keeping systems and resolve them through application of City policy.
- Make arithmetical calculations quickly and accurately.
- Perform clerical, financial record keeping work.
- Understand and follow verbal and written directions.
- Understand, apply and detect errors in specific segments of a record keeping system.
- Establish and maintain cooperative working relationships.

Accounting Technician

- Operate a computer and use a variety of software programs.
- Prepare statistical reports and maintain accurate records.
- Communicate clearly and concisely, both orally and in writing.
- Deal tactfully and courteously with internal and external customers.

Special Requirements:

- Successfully pass a City administered practical test (may be required).
- Possess a valid Class C California Driver License and a satisfactory driving record.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Physical Profile:

Category I

Link to description [here](#)

Employee Unit:

Depending upon assignment, SBPEA (Professional, Technical and Clerical) or Part-time/Temporary/Seasonal

Revised: 10/19/06

Replacing Accounting Technician classification specification dated 7/14/98.

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