

**CITY OF SALINAS**

**ACCOUNTING TECHNICIAN**

**BARGAINING UNIT/CLASS CODE:**

**SMEA / H07**

**DEFINITION**

To perform a variety of specialized accounting duties within the city's financial systems.

**DISTINGUISHING CHARACTERISTICS**

The Accounting Technician is distinguished from the Senior Accounting Technician by the limited range of duties performed. Incumbents are under immediate supervision and perform routine accounting duties.

**SUPERVISION RECEIVED AND EXERCISED**

Receives immediate supervision from higher-level accounting or supervisory personnel. May exercise indirect supervision over lower level personnel in accounting position.

**ESSENTIAL JOB FUNCTIONS OF THE POSITION** Duties may include, but are not limited to the following:

Perform accounting duties within the City's central accounting system. Monitor a variety of accounts involving posting, balancing and preparing journal entries. Reconcile bank statements for various City accounts. Maintain records of City investments and prepare cash flow projections. Monitor grant programs and trust accounts for the City and outside agencies. Type and process a variety of documents including letters, memos, reports, statistical charts and forms. Process and maintain personnel and payroll records. Assist in preparing various financial reports. Perform Finance Department front counter duties as required that include issuance of business licenses, garage sale and parking permits, animal licenses, and balancing of transactions and preparation of daily bank deposit. Provide customer service to the public in person and over the phone. Perform special assignments as requested. Provide assistance to account clerks as necessary. Promote and maintain safety in the work place. Perform related duties as assigned.

**PHYSICAL AND MENTAL CHARACTERISTICS**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

**WORKING CONDITIONS**

Business office working environment subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal.

**QUALIFICATIONS**

**Knowledge of:**

Account record keeping principles, practices and terminology. Appropriate laws, rules and regulations. Efficient office methods and procedures. English grammar, vocabulary, spelling and punctuation. Basic computer processing applications, including spreadsheets. Mathematics and statistics.

**CITY OF SALINAS  
ACCOUNTING TECHICIAN (continued)**

**Ability to:**

Perform responsible accounting and treasury work requiring use of independent judgment and initiative. Adhere to good bookkeeping practices and procedures. Perform mathematical and statistical computations. Prepare accurate financial and statistical reports including bank reconciliation; maintain detailed records. Process detailed paperwork in accordance with specific policies and procedures. Establish and maintain effective working relationships with City staff and the public. Deal tactfully and courteously with the public and other employees. Perform excellent customer service at the front counter and over the phone. Maintain confidential data and information. Operate electric and electronic adding, calculating and data processing machines. Communicate effectively, orally and in writing.

**Skills to:**

Type at a speed of 40 words per minute. Prepare applications in Excel and Word at the intermediate level of complexity.

**Education and Experience:**

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to completion of high school/GED and two years of increasingly responsible accounting experience.

Reviewed   
Department Director

Approved   
Human Resources Officer

Approval Date 12/14/10

**ORIG: 2-84, REV: 2-94, REV: 8-05, REV: 12-10**