

## Accounting Technician

FLSA Status: Covered  
Bargaining Unit : District Council of Trade Unions (DCTU)

### General Summary

Positions in this class collect, process and report accounting related information in support of a City-wide or bureau-wide accounting system.

### Accounting Technician – 30000061

#### Distinguishing Characteristics

This class typically focuses on transaction processing and verification, subject to direction and regular review by more senior accounting, financial, or management personnel. This class is distinguished from the Office Support Specialist and Administrative classes by having as its primary focus the processing and verifying of financial information primarily in support of a Bureau or City wide accounting system.

#### Typical Duties/Examples of Work

1. Reviews invoices and supporting documentation for proper authorization and conformance to requirements; pays invoices through the City's financial accounting system; processes and distributes progress payments; answers payment inquiries from vendors; follows up on and resolves related problems.
2. Issues purchase orders; purchases goods and services for assigned Bureau.
3. Provides information in the form of reports, summaries, graphs and charts; utilizes spreadsheets and other tools for recording, summarizing and displaying data; generates and distributes various reports.
4. Reviews completed accounting forms for accuracy of coding and completeness of information; adjusts accounts following established guidelines and procedures; corrects posting errors through appropriate journal entries; prepares and updates financial records.
5. Processes specialized information, reports and forms, such as for fees, billing, project tracking, retirement system, deferred compensation, payroll, etc.; enters information into the financial accounting system or other systems.
6. Establishes and maintains non-accounting records; files and retrieves a variety of financial documents, contracts, and other documents.

7. Records time and attendance of employees; records overtime; posts manual entries to the payroll system; calculates accruals and verifies totals; carries out payroll-related adjustments for internal controls and records.
8. Batches and enters daily receipts, maintains journals, and reconciles related reports; maintains and reconciles petty cash, procurement card, and other accounts; prepares revenue and cash collection reports; summarizes accounts, determines balances outstanding, computes discounts, and calculates interest; processes travel advances and expense reimbursements.
9. Provides training to staff on guidelines and procedures to be followed; answers employee questions on transactions, processes and procedures; provides service to customers where appropriate.
10. Performs related duties as assigned.

### **Required Knowledge, Skills and Abilities**

Knowledge of: basic math; basic principles and practices of accounting and bookkeeping; office procedures and practices.

Ability to: maintain confidentiality as appropriate; provide effective customer service; exercise tact and diplomacy with a diversity of others; communicate effectively, orally and in writing; work effectively with co-workers in a diverse workforce, and respond appropriately to question/concerns from other employees and the public.

Skill in: cooperative team work; problem-solving; entering and verifying data; using computerized systems, various software applications, ten-key and standard office equipment; explaining procedures to others

### **Special Requirements**

None

### **Working Conditions**

Work in this class is typically performed in an office environment.

### **Classification History:**

Adopted: 2-03-99:

Class created as a result of DCTU Classification and Compensation Study 1998-99. This class is composed of the following classes:

0510 Accounting Assistant Revised 03-20-79; Revised 01-20-94 (Updated examples of work and KSA's)

Revised: 02-26-09 Updated title of comparison class under Distinguishing Characteristics  
June 2009 - Change Job Class number from 0510 to 30000061, due to system change.