

CITY OF LOMA LINDA  
ACCOUNTING TECHNICIAN I

DEFINITION

Under general supervision, performs specialized clerical work in connection with the receipt and balancing of monies received by the City; performs such other duties as may be assigned.

CLASS CHARACTERISTICS

This level of the Accounting Technician series is characterized by the primary responsibility for the City's cashier function and by the assignment of tasks which require a working knowledge of basic accounting record keeping practices.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Receives and records receipt of money from the public and other City departments in the form of cash or check; operates cash register and makes change; counts cash and prepares bank deposits on a daily basis.
2. Receives the public and/or answers phones; responds to inquiries; provides routine information pertaining to department policies and procedures, charges, services rendered, or billings issued; may direct inquiries to appropriate authority for further information.
3. Enters, tabulates, or codes fiscal and statistical data; makes arithmetical calculations and verifies totals and extensions.
4. Prepares and/or types routine fiscal documents, including purchase orders and standard forms in accordance with established procedure; may type correspondence from rough draft or verbal instructions.
5. Assists others in the performance of related tasks.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combination includes graduation from high school or equivalent and a minimum of 2 – 5 years of responsible accounting clerical experience including experience as a cashier which involved contact with the public; posting to and balancing accounts; including or supplemented by specialized training in the clerical occupational field. Additional experience with a municipal agency involving utility billing highly desirable.

### Knowledge, Skills, and Abilities

Working knowledge of procedures and methods used in the receipt and processing of monies. Skill in the operation of a variety of office equipment, including cash register and adding machine or electronic calculator. Ability to perform clerical, financial record keeping work; make arithmetical calculations quickly and with accuracy; understand and apply general fiscal and financial record keeping practices in the performance of assigned tasks; understand and follow verbal and written directions; receive the public in person or over the phone; meet the public in situations requiring diplomacy and tact; earn and explain regulations, policies, and procedures; maintain fiscal records accurately; establish and maintain cooperative working relationships.

### Special Requirements

Possession of or ability to obtain a valid Class III California driver's license, and a satisfactory driving record.

Incumbents must pass a medical examination at time of appointment.