

CITY OF LOMA LINDA

Accounting Technician II

DEFINITION

Under general supervision, performs a variety of specialized, technical, and complex clerical work of above average difficulty in connection with the preparation, review and maintenance of fiscal, financial, and statistical records; performs such other duties as may be assigned.

CLASS CHARACTERISTICS

This class is typically responsible for a varied and complex segment 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. The Accounting Technician II is typically assigned the Utility Billing function or Business License & Accounts Payable functions and provides backup to the front counter customer service function.

EXAMPLES OF DUTIES

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

1. Assumes responsibility for assigned segments of the accounting system, including accounts payable, payroll, and funds investments; posts to accounts; prepares and codes standard forms; maintains related files and records.
2. Compiles, calculates, and reviews accounting records for accuracy and conformance with established policy and procedures.
3. Audits, balances, resolves, or reconciles discrepancies between payments, receipts, accounts, and/or source documents; posts transactions in accounts, journals, and ledgers.
4. Prepares financial, statistical, and narrative reports or statements relating to assigned segments of the accounting system.
5. Provides information to other departments or the public that requires judgment and interpretation; searches for and abstracts technical data, and provides detailed explanations of policies and procedures; refers only matters requiring policy decisions to the immediate supervisor.
6. 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 combinations include three years of responsible accounting clerical experience which included review and maintenance of fiscal records and fiscal/account transactions; including or supplemented by specialized clerical accounting training.

Knowledge, Skills, and Abilities

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.

Skill in the operation of a variety of office equipment, including operation of an adding machine or electronic calculator.

Ability to work independently; analyze unusual situations involved in fiscal, financial and statistical record keeping systems and resolve through application of City policy; make arithmetical calculations quickly and with accuracy; understand, apply, and detect errors in specific segments of an accounting record keeping system; communicate effectively; meet the public in situations requiring diplomacy and tact; operate data processing equipment; understand and follow verbal and written directions; establish and maintain cooperative working relationships.

Special Requirements

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

Incumbents must pass a medical examination and drug screen at time of appointment.