

CITY OF LOMA LINDA
SUPERVISING ACCOUNTING TECHNICIAN

DEFINITION

Under general supervision of the Finance Director, performs a variety of specialized, technical, and complex clerical work of above average difficulty in connection with the operation and supervision of routine fiscal and customer service operations; 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, including supervision of other department staff.

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, business license, utility billing, purchasing, and cashiering; posts to accounts; prepares and codes standard forms; maintains related files and records.
2. Directs other staff in the course of performing assigned tasks; coordinate work assignments; supervise and train assigned office clerical staff; make recommendations on clerical appointments; participate in personnel administration activities.
3. Insures maximum level of customer service in supervising basic fiscal operations; resolves difficult customer service situations.
4. Compiles, calculates, and reviews accounting records for accuracy and conformance with established policy and procedures.
5. Audits, balances, resolves, or reconciles discrepancies between payments, receipts, accounts, and/or source documents; posts transactions in accounts, journals, and ledgers.
6. Prepares financial, statistical, and narrative reports or statements relating to assigned segments of the accounting system.
7. May assume responsibility for inventory and ordering of office supplies for all City departments by ascertaining needs of various departments.
8. Provides information to other departments or the public which requires judgment and interpretation of City and department policy; searches for and abstracts technical data, and provides detailed explanations of policies and procedures; refers only matters requiring policy decisions to the immediate supervisor.
9. Assists in coordination of computerized financial information systems.

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 five years of increasingly responsible clerical accounting experience which included review and maintenance of fiscal records and fiscal/account transactions; including or supplemented by specialized clerical accounting training. AA Degree in business or related field desirable.

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. Knowledge of basic supervisory principles and practices and customer service techniques.

Skill in the operation of a variety of office equipment, including adding machine or electronic calculator and computer. 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; 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 at the time of appointment with the City.