

**CITY OF REDWOOD CITY
ACCOUNTING TECHNICIAN I
ACCOUNTING TECHNICIAN II**

DEFINITION

To perform paraprofessional and high level clerical accounting work in one or more designated areas such as payroll, business license program administration, or general accounting; and to assume responsibility for a designated procedural area and work independently in performing a variety of responsible administrative and technical duties.

DISTINGUISHING CHARACTERISTICS

Accounting Technician I: This is the lower level in the paraprofessional accounting class series. Positions in this class perform a variety of responsible tasks in one or more assigned programmatic or procedural areas. They are expected to independently perform procedurally complex duties and to assume responsibility in one or more defined procedural areas. The Accounting Technician I class is distinguished from the II level in that II level positions possess specialized expertise in one or more areas, exercise a significant amount of decision-making authority in these areas, and function with a high degree of independence. Accounting Technician I level positions may be characterized as having a greater proportion of high level clerical duties in comparison to paraprofessional duties.

Accounting Technician II: This is the higher level of the paraprofessional accounting class series. Positions in this class demonstrate a substantial knowledge of accounting principles and procedures in performing paraprofessional and high level clerical work and are expected to assume substantial responsibility in assigned programmatic or procedural areas. The Accounting Technician II is a specialist in one or more fiscal areas and functions with a high degree of independence. This level may be characterized as having a greater proportion of paraprofessional duties in comparison to high level clerical duties.

SUPERVISION RECEIVED AND EXERCISED

Accounting Technician I

Receives general supervision from a Senior Accountant or other managerial position.

May exercise technical supervision over lower level staff pertaining to assigned procedural areas.

CITY OF REDWOOD CITY
ACCOUNTING TECHNICIAN I-II (Continued)

Accounting Technician II

Receives direction from a Senior Accountant or other managerial position.

Exercises functional or technical supervision over lower level staff as required.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Payroll/Fiscal Clerical

Perform bookkeeping and accounting duties within an assigned area of the City's financial system such as payroll.

Prepare and monitor the City's payroll; audit time sheets and verify for accuracy.

Prepare payroll deductions and remit a variety of payments and reports.

Perform related payroll functions including payroll reports and payroll tax returns, reconciling to accounting records.

Prepare and monitor appropriate accounts involving posting and balancing.

Check all personnel action forms received from Personnel; verify for accuracy and make necessary corrections.

Compute retro adjustments; input in the terminal manual adjustments to payroll register and terminations after completion of payroll.

Conduct extensive research of payroll records for problems and make necessary corrections.

Advise and answer questions regarding union rules, personnel rules, M.O.U.'s, payroll codes, and other payroll-related areas.

Edit and correct departmental time cards; edit preliminary time card file listings.

Reconcile payroll register with deduction register; check if additional dollar amounts are reflected in payroll.

Contact and advise others on errors or changes in time cards.

Sort and distribute payroll reports and time cards to departments.

Complete State Disability Insurance forms.

CITY OF REDWOOD CITY
ACCOUNTING TECHNICIAN I-II (Continued)

Bill retired employees for premiums for their dependents on the City group plans; record payments as they are received; prepare documents for changes in status for data input.

Do research concerning retirement benefits, court actions, sick leave or various matters requiring documented background.

Engage in contact with employees regarding the deferred compensation program; input data into terminal for changes.

Compute garnishments for employees for data input.

Compute retirement, resignations, and other types of payment entitlements.

Perform related duties as assigned.

Business Licenses

Issue business licenses to businesses located within City limits or located outside of City engaged in services within the City limits, such as construction, sales, and delivery; give information and applications to businesses.

Perform a variety of administrative and clerical support tasks for the Business License Program, including filing, mail processing, computer data entry and file maintenance, and financial record keeping.

Perform a variety of enforcement investigation procedures involving research of Fictitious Business Name filings, telephone directories, and newspaper advertisements.

Pursue delinquent accounts.

Maintain supplies inventory; order supplies.

Receive payment for Business Licenses; issue receipts.

Perform a variety of field activities to enforce the Business License Ordinance; investigate complaints, conduct interviews, and collect payments.

Establish and develop office and field procedures; design forms.

Perform related duties as assigned.

General Accounting

Perform paraprofessional budgeting and accounting procedures as directed.

CITY OF REDWOOD CITY
ACCOUNTING TECHNICIAN I-II (Continued)

Assist in working with banks and lending institutions to place City funds in interest bearing instruments.

Maintain records of investments; estimate and monitor cash requirements of the City.

Reconcile City checking accounts.

Maintain file of miscellaneous accounts receivable including initiation of billings, collections and follow-up in accounts.

Prepare reports and perform analyses of office accounting procedures.

EXAMPLES OF DUTIES

Receive and enter daily cash receipts; check for errors.

Prepare Proof of Cash and balance general bank account.

Assist Senior Accountant in balancing of General Ledger.

Prepare journal vouchers for monthly reconciliation.

Prepare billings for accounts receivable; follow up on delinquent payments; prepare filing system and enter payments in computer.

Balance a variety of bank accounts and keep files on them.

Receive and issue checks on bonds and coupons.

Balance and keep accurate records of bonds.

Receive money and issue checks for Treasurer's Revolving Fund.

Record and reconcile returned checks (NSF).

Issue statements to bond holders and determine delinquent amounts due.

Enter all new loans, work in progress payments, and loan payments from HCDA into computer.

Issue all stop payments.

Perform related duties as assigned.

CITY OF REDWOOD CITY
ACCOUNTING TECHNICIAN I-II (Continued)

QUALIFICATIONS

Accounting Technician I

Knowledge of:

Accounting clerical procedures performed in municipal government, including accounts payable accounts receivable, payroll and utility billing.

Accounting record keeping principles, practices and terminology.

Efficient office methods and procedures.

Data processing applications in payroll and other fiscal functions.

Procedural complexities involved in payroll administration in a municipality.

Business License Tax Ordinance of Redwood City.

Legal procedures related to the enforcing of laws and ordinances.

Business and Professional Code provisions pertaining to business licenses; also see Health and Safety Code provisions.

Investigative and interviewing techniques.

Ability to:

Perform responsible financial record keeping work; adhere to good bookkeeping practices and procedures.

Perform mathematical and statistical computations with speed and accuracy.

Operate electric and electronic adding, calculating and data processing machines.

Assist in the preparation of financial statements, analysis and reports.

Perform a variety of complex procedures in administering a payroll system in a municipality.

Establish cooperative working relationships with others.

Work independently under pressure; meet established deadlines.
Exercise initiative in administering a Business License Program.

CITY OF REDWOOD CITY
ACCOUNTING TECHNICIAN I-II (Continued)

Perform a variety of administrative and clerical support procedures.

Conduct investigations and interviews in enforcement of the Business License Ordinance.

Engage in legal processes in enforcement of the Ordinance.

Communicate effectively, orally and in writing.

Analyze and interpret legal and financial documents.

Interpret and secure compliance with the City Business License Ordinance.

Prepare reports and correspondence.

Establish and maintain cooperative working relationships with others, including private business officials.

Physical Characteristics:

Must be in sufficiently good health to perform job duties.

Experience and Education:

Any combination of experience and education that would likely provide the required knowledge and abilities are qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years in an accounting clerical position.

Education:

Equivalent to the completion of the twelfth grade.

Accounting Technician II

In addition to the qualifications for Accounting Technician I:

Knowledge of:

General knowledge of governmental accounting principles, practices and procedures.

Data processing applications in accounting functions.

CITY OF REDWOOD CITY
ACCOUNTING TECHNICIAN I-II (Continued)

State and City regulations governing the treasury functions.

Investment programs and cash flow analysis.

Principles and techniques of effective supervision and program administration.

Specialized principles and procedures in a major accounting clerical area or fiscal program such as business licenses.

Ability to:

Perform a wide variety of paraprofessional accounting procedures.

Apply accounting principles and procedures to a variety of transactions.

Analyze accounting procedures.

Prepare accounting, financial and statistical statements, compiling basic and supporting data.

Function with a high degree of independence in performing job duties and exercise sound judgement in programmatic and procedural decision making.

Experience and Education:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible experience in a paraprofessional accounting clerical position such as the Accounting Technician I in the City of Redwood City.

Education:

Equivalent to completion of the twelfth grade supplemented by college level courses in, accounting, finance, and business. An Associate of Arts degree is desirable.

Effective Date: February, 1985

Bargaining Group: Service Employees' International Union – Local 715