

SENIOR ACCOUNTING TECHNICIAN

DEFINITION

Under general direction, develop periodic and annual financial reports for the City and its Departments/Divisions/Agencies; act in the absence of Accounting Services Manager; do other related work as required.

DISTINGUISHING CHARACTERISTICS

An incumbent in this classification may be distinguished from an incumbent in the next lower class in that he/she exercises independent judgment and initiative in maintaining significant portions of the City's accounting system by applying generally accepted governmental accounting principles and methods.

EXAMPLES OF DUTIES

Works closely with the Accounting Services Manager to maintain the accounting system of the City to insure sound practices and procedures, and recommends changes as deemed necessary; maintains a knowledge of current governmental accounting practices; assists in implementing changes to the Accounting Division; exercises general supervision of assigned accounting functions which may include but are not limited to cash disbursements, municipal enterprise funds, grant funds, computer input and internal control; prepares or assists in the preparation of regular and special financial reports including but not limited to Annual Budget, Annual Financial Statements, Capital Projects Budget, State Controller's Reports, and monthly operating statements; assists the City's independent auditors in their annual examination of the Financial Statements; assists other special program auditors as required.

MINIMUM QUALIFICATIONS

Knowledge of: Generally accepted accounting principles, methods and practices of governmental accounting; principles and practice of auditing; office methods and procedures; supervisory techniques; data processing accounting practices; appropriate budgetary controls.

JOB SPECIFICATION
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Ability to: Analyze accounting systems and procedures, propose desirable improvements, and implement approved changes; analyze data processing output; analyze data processing systems and applications as they relate to the needs of the City; prepare complex and accurate accounting reports and statements; supervise, coordinate, and evaluate the work of subordinate personnel; operate adding machines and personal computers; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Experience: Five years of increasingly responsible experience in maintaining or auditing governmental or commercial accounting systems. Substantial, at least two years, working knowledge of computer spreadsheets is required. (Excel is desirable). Additional college course work (sixty (60) semester units or ninety (90) quarter units) beyond the educational minimum requirement may be substituted for two years of required work experience.

Education: An A.S., Associate of Science, degree or equivalent (sixty (60) semester units or ninety (90) quarter units) with a focus in Accounting, Business Administration or related field.

R: 02/07