

CITY OF DALY CITY
JOB SPECIFICATION

APPROVED BY
PERSONNEL BOARD: 02/08/2007
CITY COUNCIL: 02/26/2007
RES. NO.: 07-35

ACCOUNTING TECHNICIAN

DEFINITION

Under general direction, assist in the supervision of subordinate personnel in the accounting division; maintain the City's accounting system by applying established accounting principles and methods; do related work as required.

EXAMPLE OF DUTIES

Reviews existing accounting systems from time to time to insure sound accounting procedures; implements procedural changes; audits cash receipts; prepares adjusting and closing entries; performs necessary investigation and analysis; reviews designated computer reports as assigned for accuracy and completeness; verifies monthly cash balances; prepares necessary financial reports; devises standard accounting forms and procedures; accounts for funds of various intergovernmental projects; supervises and trains subordinate personnel; prepares journal vouchers; prepares trial balance; assists in preparation of the annual city budget; audits contracts, franchises and public works projects; performs month end closing of accounting books; assists in year-end audit preparation.

MINIMUM QUALIFICATIONS

Knowledge of: Generally accepted accounting principles, methods, and practices of governmental accounting; principles and practices of auditing; office methods and procedures; principles and practices of supervision; principles of computer accounting.

Ability to: Read, comprehend and interpret laws and regulations regarding governmental fiscal operations; analyze accounting systems and procedures and propose improvements; prepare complete and accurate accounting reports and statements; plan, organize, direct and evaluate the work of others; operate office machines; effectively train other employees; 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 working

JOB SPECIFICATION
ACCOUNTING TECHNICIAN (PAGE 2)

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: 2/07