



Office of Human Resources  
Accounting Technician II - CV2359  
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### General Statement of Duties

Performs specialized clerical and technical level accounting activities requiring a detailed knowledge within the functional area, which includes recordkeeping and reporting in support of accounts receivable, accounts payable, payroll, permits and licensing, and revenue and cash management.

### Distinguishing Characteristics

The Accounting Technician II performs some of the major duties or responsibilities described within the essential duties section of this job description and performs various elements within those major duties and responsibilities, but the Accounting Technician II may not perform all of the essential duties outlined below as this is a citywide classification, which encompasses a wide range of work.

The Accounting Technician II services and supports a department or agency, or may service and support multiple client groups outside of the organization.

The Accounting Technician II is distinguished from the Accounting Technician I, which performs routine clerical and technical level accounting assignments and services and supports internal units within a department or agency, or may service and support a client groups outside of the organization.

### Level of Supervision Exercised

By assignment, performs some elements of lead work.

### Essential Duties

Performs complex accounting transactions, which includes preparing specialized reports, auditing records, performing three way match exceptions for invoices (vouchers, purchase order, and receipt), researching improperly processed paperwork, working with client groups to reconcile discrepancies and assist with technical issues, researching variances, tracking and verifying expenditures, and ensures accuracy and compliance of financial transactions.

Works with stakeholders both internal and external to the City, responds to inquiries, provides complex information and technical assistance with regard to accounting information and transactions, which includes the status of accounts, payments, issuance of checks, and available balances.

Examines and reviews complex accounting records and reports to ensure accuracy of fiscal documents and reports with regard to invoices, payments, contract rates and terms, vendor licensing, internal billing and reimbursements, and property taxes.

Processes invoices and tracks expenditures to support the procurement of goods and services, matches documents and invoices with contract rates and terms, and ensures accounts are properly coded and funds are available for payments.

Creates and sets-up new vendors files within financial systems, makes changes to existing vendor files based on contract terms and agreements, and ensures that vendors meet legal requirements for contractual services.

Processes and releases property liens and property taxes, and prepares associated reports and transactions with financial systems.

Ensures compliance and consistency with fiscal rules and regulations, identifies inaccuracies, reconciles discrepancies, and recommends corrective action within scope of work.

Researches variances in financial reports and statements to determine possible causes and recommends corrective actions.

Prepares, maintains, and assists professional accountants with accounting records and reports, which includes journals, ledgers, trail balances, balance sheets, income statements, and profit and loss statements.

Receives and prepares revenue deposits from divisions or branches, reconciles cash and credit statements, prepares bank deposit slips, allocates funds to appropriate accounts, verifies deposits with bank statements, ensures cashiers and terminals are adequately funded, records financial information in accounting systems, and prepares reports.

Prepares and assists professional accountants with the preparation of complex and specialized accounting reports, statements, and documents, which includes gathering and organizing information and data.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### **Competencies**

Arithmetic and Mathematical Reasoning – Performs computations such as addition, subtraction, multiplication, and division correctly; solves practical problems by choosing appropriately from a variety of mathematical techniques such as formulas and percentages.

Customer Service – Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Decision Making – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

Manages and Organizes Information – Identifies a need; gathers, organizes, and maintains information; determines its importance and accuracy, and communicates it by a variety of methods.

Reading – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts graphs or tables; applies what is learned from written material to specific situations.

Writing – Writes in a clear, concise, organized, and convincing manner for the intended audience.

### **Knowledge & Skills**

None

### **Education Requirement**

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

### **Experience Requirement**

Three (3) years of experience performing financial recordkeeping, reconciliation of accounting discrepancies, and making journal and ledger entries.

**Education & Experience Equivalency**

Additional appropriate education may be substituted for the minimum experience requirements.

**Licensure & Certification**

None

**Working Environment**

Subject to many interruptions.  
Pressure due to multiple calls and inquiries.

**Level of Physical Demand**

1-Sedentary (0-10 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: remaining in the normal seated position.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Balancing: maintaining body equilibrium to prevent falling over.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Vision Near Acuity: ability to see clearly at 20 inches or less.

Accommodation: ability to adjust vision to bring objects into focus.

Walking: transporting body and objects from place-to-place.

Bending: bending at the waist to move an object from one level to another.

Kneeling: to access documents at a lower level.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

**Background Check Requirement**

Criminal Check

Employment Verification

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade: V-614**

**FLSA Code: N**

**Established Date: 9/21/2018**

**Established By: LS**

**Revised Date:**

**Revised By:**

**Class History:**