Date Adopted: 6/13/06

CITY OF GLENDORA

SENIOR ACCOUNTING TECHNICIAN

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision, performs specialized clerical and analytical work in connection with the preparation, validation and reconciliation of fiscal, financial, and statistical records; performs administrative and financial studies and other special projects; enforces the City Business License Program; directs and participates in the processing of applications and issuance of licenses and renewals; performs related duties as required.

CLASS CHARACTERISTICS

This is the advanced journey level class in the Accounting Technician series, which requires performance of more difficult tasks requiring working knowledge of fiscal and financial record keeping practices, report writing and research. This class is also responsible for carrying out the City's business license program.

ESSENTIAL JOB FUNCTIONS

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

1. Processes business license applications and issuance of licenses; directs the distribution of renewal notices and delinquent notices. (a c d h i j l m n o p)

2. Coordinates activities of the City's license program with those of other agencies, including state regulatory agencies and other City departments; solicits information on businesses operating in the City and enforces related municipal codes; processes necessary documents for prosecution of violators and prepares violators for collection agency. (a b c d f j)

3. Processes special event permits and a variety of other permits for charitable and nonprofit organizations and solicitors, coordinates required approval process with other City departments. (a b d f h j l o p)

4. Assembles, sorts, codes, files and analyzes fiscal and statistical data; makes arithmetical calculations and verifies totals and extensions; performs computer data entry or maintains manual records to post, adjust, and balance accounts. (b c d f g h i j k l m n)

5. Responds to inquiries in person or by phone, providing explanation of established procedures and work unit policies; issues routine correspondence to vendors, businesses, or the public according to established procedure. (a b c e f h i k l m o)

6. Posts utility billings and payments; maintains related General Ledger accounts. (c e f g h i j k l m n o)

7. Processes accounts receivable by issuing invoice numbers, entering invoice into the computer and posting invoice payment. (a b c d e f g h i j k l m n)

8. Balances daily receipts to monies received and prepares revenue summary sheets; prepares daily deposits; posts receipts into computer and researches disputed payments. (a b c e f g h i j k l m p)

9. Develops and implements special studies, including conducting surveys and performing research and statistical analysis on administrative, utility billing, water production analysis, budgetary and/or operational issues; compiles and evaluates results in an informational format with recommendation(s) to management. (a b c d e f h i j k l m n p)

10. Prepares and monitors grant programs and related proposals; prepares quarterly and annual grant reports; monitors compliance of contracts and/or agreements. (a b c d e f h i j k l m n)

11. Assists in budget development, year end closing, and preparation of annual financial statements. (a b c d e f h i j k l m n p)

12. Provides temporary and vacation relief in similar occupational fields. (All)

13. As assigned, prepares and presents reports or directs special projects related to accounting. (a b d f g h i j k)

REQUISITE ABILITIES

The following generally describes the abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

a. Communicate clearly and concisely, both orally and in writing.

b. Write reports and keep accurate records.

c. Analyze data and draw logical conclusions.

d. Assist in the preparation of financial reports.

e. Communicate effectively with a variety of personnel and establish/maintain effective working relationships.

f. Explain and apply policies and procedures.

g. Reconcile differences within the record keeping system requiring an understanding of the relationship among accounting records and documents.

h. Understand and follow verbal and written directions.

i. Work independently.

j. Perform mathematical computations.

k. Operate a computer and use a variety of computer software.

l. Operate typewriter, calculator and other common office machines.

m. Perform clerical accounting work skillfully and accurately.

n. Prepare manual and computerized financial reports, and maintain ledgers and journals.

o. Resolve customer service problems effectively and tactfully.

p. Accurately count, record and balance cash transactions and other monies received.

MARGINAL FUNCTIONS

These are position functions which may be changed, deleted or reassigned to accommodate an individual with a disability.

QUALIFICATIONS GUIDELINES

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

An Associate of Arts degree with major coursework in bookkeeping, business administration or accounting, plus three years of clerical accounting or bookkeeping experience which included routine account record keeping, public contact, and the application of policies and procedures in the performance of assigned tasks. A Bachelor's degree in a related field is desirable.

Knowledge and Skill Levels

Considerable knowledge of general fiscal and financial record keeping practices; procedures, methods, and office equipment used in statistical record keeping; skill in the operation of a computer and calculator at an acceptable rate and ability to analyze data, prepare reports and presentations, including report composition and English usage, spelling, grammar and punctuation.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a

satisfactory driving record may be required for some assignments.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with a variety of City staff and others. At least minimal environmental controls are in place to assure health and comfort.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Revised by *Johnson & Associates LLC* June, 2006