



ACCOUNTING TECHNICIAN II

CITY OF PLEASANT HILL

Pay Range: 90

Bargaining Group: PACE

Established Date: June 1, 2013

DEFINITION

Performs complex clerical accounting work involving the maintenance of financial, accounting, and/or statistical records in an on-line accounting system. Provides customer service in person and over the phone, performs cashiering duties, performs general office support duties.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level accounting or supervisory positions.

DISTINGUISHING CHARACTERISTICS

Incumbents of this class have a high degree of responsibility assigned, complexity and confidentiality of work performed, independence and control over the work product, and /or specialized knowledge demonstrated. In addition, an Accounting Technician II works under minimum supervision, and the duties assigned require the exercise of initiative, independent judgment and interpretation of regulations and law.

TYPICAL TASKS AND RESPONSIBILITIES

Duties may include some of the following specific areas, and do include, but are not limited to, the following general areas:

Business License - Administers business license ordinances, answers oral and written inquiries, and advises businesses and the public concerning business licensing requirements, procedures and tax calculations; maintains computer and hard-copy records on businesses operating in the City; posts new business information and changes to accounting system; verifies and balances audit trail; prints and mails licenses, renewal applications, and reminder postcards; collects business license taxes; composes correspondence, renewal instructions, and reports; prepares statistical and accounting reports; assists in the review and revision of ordinances, procedures, and other matters relating to the business license program; initiates legal actions against delinquent tax payers; testifies in small claims court as required, and keeps system software manual updated for changes. May occasionally do site visits to ensure compliance

Revenue Collection - Processes payments received by mail and in person for taxes, fees, permits, grants, business licenses, accounts receivable, reimbursements, etc.; researches unidentified revenue received and posts to the appropriate account; prepares monthly revenue reports; reconciles and researches accounts; maintains files.

General Areas:

Analyzes and reconciles account activity and balances, making or requesting appropriate adjustments, (includes assisting with year-end close work). Works extensively with computer systems, critically reviews and interprets computer reports related to specific job responsibilities, and works with programmers to identify and correct problems. Performs more complex reconciliation including fiscal agent reconciliation for debt service funds. Provide backup counter coverage

Maintains various ledgers, registers and journals according to established accounting procedures. Maintains accurate and thorough files related to assigned activities. Prepares a variety of accounting and statistical reports, as requested.

Backs up other Accounting Technician position as required.

EQUIPMENT, METHODS & GUIDELINES

Typically uses computer terminal linked to the on-line accounting software; personal computer and Microsoft products – Word, Excel, and Outlook; telephone; calculator; typewriter; check signing equipment; fax and copy machines. Resource materials include City policies and procedures; Pleasant Hill Municipal Code; standard municipal accounting and financial record keeping guidelines; federal, state and municipal laws.

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of responsible experience in computerized bookkeeping and/or clerical work involving accounting record keeping and reporting. One year experience dealing with the public in a service capacity.

Education:

Equivalent to a twelfth grade education with supplemental course work in accounting or bookkeeping methods.

OTHER REQUIREMENTS:

California Driver's License and a satisfactory driving record. Satisfactory credit check.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

Essentially all of the employee's working hours are spent in an office with significant counter and phone contact with public, computer work, deadlines, and interruptions. Job requires ability to handle several things at once and work independently after minimal orientation to City's policies, procedures, and software.

Physical requirements include the following:

Ability to sit for long periods of time, stoop, kneel, crouch, reach finger, grasp, write, and perform repetitive motions.

Exerts up to 30 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry push, pull, or otherwise move objects (such as ledgers, files, records, etc.) with the human body.

Hearing and speaking ability sufficient to carry on a conversation with another individual (or groups of individuals) in person and over the telephone.

Visual ability sufficient to read and produce printed material and information displayed on a computer screen.

FLSA STATUS:

Non-exempt