

**CITY OF SANTA CLARA, CALIFORNIA  
CLASS SPECIFICATION**

**TITLE: ACCOUNTING TECHNICIAN I (JOB CODE 216)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
Finance	Various	Non-Exempt

**CLASS SUMMARY**

This is the entry-level class within the Accounting Technician series in the classified service. Performs basic accounting work including the maintenance of financial records, systems or transactions. Interfaces with other City departments, auditors, business entities, governmental jurisdiction and general public, giving and receiving information regarding area of financial responsibility. Performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This is the entry level classification in the flexibly staffed Accounting Technician series. Incumbents work under immediate supervision and are not expected to function with the same knowledge or skill set as the Accounting Technician II. This classification exercises less independent discretion and judgement in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. This class is distinguished from the class of Accounting Technician II in that the latter is the second level class where incumbents are responsible for performing the full range of accounting work and may perform more complex work assignments.

**MINIMUM QUALIFICATIONS**

***EDUCATION AND EXPERIENCE***

- Graduation from high school or possession of a GED;
- Two (2) years of work experience in Finance/Accounting (accounts receivable, accounts payable, payroll, or general accounting);
- Experience with electronic spreadsheet and word processing programs; and
- Experience with online financial systems.

***ACCEPTABLE SUBSTITUTION***

College coursework in a related field may be substituted for the required work experience in Finance/Accounting on a year for year basis.

***LICENSES/CERTIFICATIONS***

None

***DESIRABLE QUALIFICATIONS***

- Experience with on-line financial and/or payroll systems;
- Experience with PeopleSoft Financial or Human Resources/Payroll Systems.

***OTHER REQUIREMENTS***

- Must be able to perform all of the essential functions of the job assignment.
- May be required to work unusual hours and weekends in the performance of their duties.

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### **TYPICAL DUTIES**

This description may not include all the duties listed below, nor do the examples cover all duties that may be performed.

Under immediate supervision, the incumbent:

- Processes the City's financial transactions in a timely manner in compliance with laws, regulations, and City policy, working closely with staff in all City departments and outside City contacts;
- Performs reconciliation of various accounting and banking activity;
- Reviews the documentation submitted by operating departments for compliance and correct general ledger account coding and recommends corrective action, up to and including journal entry preparation;
- Uses computer applications, including electronic spreadsheets and word processing software, prepares reports, memos, and supporting documentation;
- Maintains accurate paper and electronic documentation;
- Sorts, indexes, and files materials, using a variety of standard filing methods; and
- Performs other related duties as assigned.

When assigned to Accounts Payable:

- Reviews payment requests from departments for compliance with City internal control policies;
- Reviews invoices to determine appropriate coding for sales and use tax;
- Enters accounts payable vouchers, and journal vouchers online and verify input against the source documents;
- Works closely with vendors, payers, City staff, and other agencies;
- Uses computer applications, including electronic spreadsheets and word processing software, prepares reports, memos, and supporting documentation;
- Maintains accurate paper and electronic documentation, including files;
- Sorts, indexes, and files materials, using a variety of standard filing methods; and
- Performs other related duties as assigned.

When Assigned to Payroll:

- Enters payroll transactions online and verifies input against source documents;
- Accurately follows established business process documentation;
- Uses queries and reports, reviews transactions for compliance with City policies, procedures and Memoranda of Understanding;
- Works with City staff and employees, as well as other outside City contacts;
- Analyzes original documents and determines system entries needed;
- Reconciles employee deductions to the General Ledger (GL);
- Uses computer applications, including electronic spreadsheets and word processing software, reconciles biweekly or monthly benefits and deductions and prepares reports, memos, supporting documentations and payment requests;
- Maintains accurate paper and electronic documentation, including files;
- Sorts, indexes, and files materials, using a variety of standard filing methods;

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- Processes vendor payment requests for employee deductions;
- Tracks departmental timekeeper submissions on Excel spreadsheets;
- Accurately files confidential personnel records; and
- Performs other related duties as assigned.

## **KNOWLEDGE, SKILLS, & ABILITIES**

### **Knowledge of:**

- Accounting methods and procedures;
- Office machines and common office equipment including a personal computer, copier and facsimile machine;
- Accounting transaction processing in the payroll, accounts payable, general accounting, or cash and bank reconciliation areas;
- Computer applications (such as Peoplesoft, QuickBooks, and Microsoft Word, Access, Excel, and PowerPoint), databases, spreadsheets including data management;
- Financial and payroll software systems; and
- Office safety practices, procedures and standards.

### **Ability to:**

- Process financial data and make arithmetical computations rapidly and accurately;
- Analyze and interpret financial and accounting records;
- Apply administrative and departmental policies, laws and rules;
- Understand basic algebraic relationships;
- Evaluate situations, identify problems, make logical decisions and follow through on resolution;
- Research, analyze and investigate work related issues;
- Operate standard office equipment;
- Use personal computers and applicable software;
- Provide excellent customer service;
- Communicate clearly and effectively, both orally and in writing;
- Deal tactfully and courteously with others;
- Understand, follow and carry out oral and written instructions;
- Spell correctly and use proper English grammar;
- Interact with City employees on various accounting related issues;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Work in a team-based environment and achieve common goals;
- Perform tasks without being told, working in the best interest of the City;
- Effectively handle multiple priorities, organize workload, and meet strict deadlines;
- Establish and maintain accurate records and files;
- Walk or stand for extended periods of time and bend, stoop, reach, carry, climb, and lift as necessary to perform assigned duties.

## **SUPERVISION RECEIVED**

Works under the immediate supervision of the Senior Accounting Technician, Accountant,

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Principal Accountant, or Accounting Services Division Manager.

**SUPERVISION EXERCISED**

None

**CLASSIFICATION HISTORY**

Established 11/1999; Rev. 11/2015; Rev. 03/2025