

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

TITLE: ACCOUNTING TECHNICIAN II (JOB CODE 217)

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

CLASS SUMMARY~~Description~~

This is the second level classification in the Accounting Technician series. Performs advanced paraprofessional 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. May perform the most complex payroll processing work in an assigned department. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Positions in this class are flexibly staffed, and are frequently filled by advancement from the Accounting Technician I class, or when filled through recruitment, require additional experience. ~~The appointing authority will approve appointment or promotion based on the employee's demonstrated ability to perform the full range of duties for the class and meet the qualification standards for the class. Incumbents work under general supervision and function with a higher knowledge and skill set than Accounting Technician I.~~ Incumbents within this class are distinguished from the Accounting Technician I by exhibiting a higher level of judgment and independence in performing the full range of duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- Graduation from high school or possession of a GED; ~~and~~
- ~~Completion of thirty (30) semester units or forty five (45) quarter units from an accredited college or university, including at least six (6) semester or nine (9) quarter units, which must be in Accounting or Bookkeeping; and~~
- ~~Two-Three (23)~~ years of work experience in Finance/Accounting (accounts receivable, accounts payable, payroll, or general accounting); ~~and~~
- Experience with electronic spreadsheet and word processing programs; and
- Experience with on-line financial systems. ~~and/or payroll systems.; and~~
- ~~Ten key by touch.~~

ACCEPTABLE~~POSSIBLE~~ **SUBSTITUTION**

- College coursework in a related field can be substituted for the required work experience in Finance/Accounting on a year for year basis, up to two (2) years.
- ~~Additional qualifying experience may be substituted for the required education on the basis of one (1) year of experience for fifteen (15) semester units.~~

~~(There is no substitution allowed for the requirement for six (6) semester or nine (9) quarter units in Accounting and Bookkeeping.)~~

LICENSES/CERTIFICATIONS

None

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- ~~• Possession of a valid California Class C driver's license is desirable.~~

DESIRABLE QUALIFICATIONS

- 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.

TYPICAL DUTIES

~~This description~~ ~~Each position in this classification~~ may not include all the duties listed below, nor do the examples cover all duties that may be performed.

Under general supervision, the incumbent:

~~General Accounting:~~

~~Under supervision:~~

- 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;
- Reviews documentation for Miscellaneous Accounts Receivable in order to generate invoices using on-line billing system;
- Generates billing statements, demand letters and collection agency information;
- Works with payers to develop payment plans;
- Issues tags to departments for fixed asset purchases;
- 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;
- May represent the City of Santa Clara in Small Claim actions;
- Performs other related duties as assigned.

When assigned to Accounts Payable:

~~Under supervision~~

- Reviews payment requests from departments for compliance with City internal control policies including contract management requirements;
- Reviews invoices to determine appropriate coding for sales & use tax;
- Enters accounts payable vouchers online and verify input against source documents;
- Enters and loads spreadsheet vouchers;
- Works with City staff to accurately process Purchase Card transactions;
- Provides assistance to staff in using the Insurance certificate tracking system;
- Works closely with vendors, payers, employees, and other agencies;

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- Reviews the documentation submitted by operating departments for compliance and correct GL account coding and recommends corrective action;
- 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:

Under supervision

- Enters payroll transactions online and verifies input against the source documents;
- Accurately follows established business process documentation;
- Using queries and reports, reviews transactions for compliance with City policies, procedures and Memoranda of Understanding;
- Works with City employees and departments, as well as other outside City contacts;
- Analyze original documents and determine system entries needed;
- Reconciles employee deductions to the GL;
- Processes levies and judgments in accordance with laws and regulations;
- Uses queries and computer applications to maintain control totals of base salaries City wide and balance salaries to payroll on a biweekly basis;
- Using computer applications, including electronic spreadsheets and word processing software, reconciles biweekly or monthly benefits and deductions and prepares reports, memos, supporting documentation and payment requests;
- 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.

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;
- Research methods and techniques; 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;

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- Interpret and 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;
- Interact with City employees on various accounting related issues;
- Provide excellent customer service;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Work in a team-based environment and achieve common goals;
- Communicate clearly, tactfully and effectively, both orally and in writing;
- Understand, follow and carry out oral and written instructions;
- Spell correctly and use proper English grammar;
- Perform tasks without being told, working in the best interest of the City;
- Effectively handle multiple priorities, organize workload, and meet strict deadlines;
- Analyze work processes and suggest work improvements;
- Using computer applications, prepare spreadsheets, memos and procedural documentation;
- 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 supervision of the Senior Accounting Technician, Accountant, Principal Accountant, or Accounting Services Division Manager.

SUPERVISION EXERCISED

May lead or train staff as assigned.

CLASSIFICATION HISTORY

Established 01/2008; Rev. 03/2025