

## **CITY OF FONTANA ACCOUNTING TECHNICIAN**

**DEFINITION:** To perform a variety of technical accounting duties involving the maintenance of the general ledger and related accounts; and to provide technical assistance to City Departments, Divisions and staff. This position receives direction from higher level management or professional staff and may exercise functional and technical supervision over clerical staff.

**EXAMPLES OF DUTIES:** The Accounting Technician has the responsibility for providing functional and technical information and instructions regarding applicable procedures and methods; interprets and explains rules and regulations; answers questions and resolves problems or complaints.

**ESSENTIAL FUNCTIONS:** The employee must have the ability to:

- Audit payroll records for accuracy including retirement reports, federal, state and medical income taxes, health insurance and the leave trust program; audits various accounts payable files and records.
- Perform sales tax audits as related to the Redevelopment Agency; file small claims action in the courts; provide testimony in court.
- Maintain a chart of accounts; maintain and audit various ledgers, registers and journals according to established account classifications; create journal vouchers.
- Reconcile monthly revenue accounting reports generated through business licenses, verify that revenue accounts have been accurately entered into the computer.
- Provide uniform enforcement of the business license code; maintain a detailed field inspection report log.
- Survey City for existing and new business activities; canvass yard sales; inspect construction sites for business license compliance; collect delinquent license tax in the field.
- Review owner/builder declarations; verify subcontractor requirement for compliance; assist and confer with code enforcement staff.
- Research background information; compile and prepare a variety of statistical and financial reports.
- Research and answer department questions regarding status of accounts, the proper coding of transactions and other matters.
- Maintain and balance a variety of financial records, ledgers and accounts.
- Perform varied technical accounting and bookkeeping work.
- Operate a typewriter, calculator, computer terminal and other office equipment.
- Maintain a variety of financial records and files.
- Perform procedures in an organized and accurate manner.
- Interpret and apply Federal, State and local policies, procedures, laws and regulations.
- Establish and maintain effective working relationships with those contacted in the course of work.

- Communicate clearly and concisely, both orally and in writing.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

**THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.**

**WORKING CONDITIONS:** Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision when preparing and reading written reports and other work related documents. Acute hearing is also required when providing phone and counter assistance. The need to lift, drag and push files, reports, or other materials weighing up to 25 pounds is also required.

### **EXPERIENCE AND TRAINING GUIDELINES**

A combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The employee must have knowledge of:

- Generally accepted accounting and bookkeeping principles.
- Basic principles and practices of governmental accounting and auditing.
- Methods and procedures in business license administration.
- Basic understanding of the type, purpose and operation of businesses.
- Pertinent Federal, State, and local laws, codes and regulations.
- Modern office procedures, methods and computer equipment.
- Record keeping practices and procedures.

**EXPERIENCE:** Two years of technical accounting and bookkeeping experience.

**EDUCATION:** Training equivalent to completion of the twelfth grade supplemented by college level accounting courses.