

# CITY OF EAST PALO ALTO

## CLASSIFICATION SPECIFICATION

**CLASS TITLE:** ACCOUNT TECHNICIAN                      **CLASS CODE:**  
**DEPARTMENT:** FINANCE DEPARTMENT                      **FLSA STATUS:** NON-EXEMPT  
**REPORTS TO:** Financial Services Manager                      **EMPLOYEE GROUP:** SEIU

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*This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification.*

### **DEFINITION**

Under direction, performs paraprofessional accounting duties, such as reconciliation, maintenance, monitoring of accounts and compilation of data, based on knowledge of bookkeeping practices, departmental operations, and City finance systems, and performs related duties as required.

### **JOB SUMMARY**

Report directly to the Financial Services Manager. Fully competent to independently perform a wide range of paraprofessional work in keeping official records, providing support to assigned departmental or divisional staff, and assisting in the administration of the standard operating policies and procedures of the department or division; and, performs related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

This class differs from Accountant series, in that it is not a part of the professional accountant series and is not fully accountable for fiscal programs of greater scope and complexity, and is primarily involved in the analysis and evaluation of financial records, and the interpretation and application of financial guided systems or acts as a technical specialist with responsibility for the control of major groupings of funds, budgets or revenue and expenditure accounts.

### **ESSENTIAL FUNCTIONS**

*This reflects essential responsibilities of this classification; however, all responsibilities may not be performed by all incumbents.*

- Reconcile, compile, and track financial information manually or by computer, post payments received and make payments to vendors, contractors, or clients.
- Communicate verbally and in writing with departments and other agencies in order to resolve discrepancies and exchange or relate information regarding contract budgeting corrections, financial record corrections, and inter-departmental appropriations or expenditures.
- Prepare periodic summaries of financial transactions which may include balances, revenue and expenditure statements, statistical cost and operating reports to support annual reports.
- Interpret and explain rules, regulations, and policies regarding fiscal programs to staff to ensure compliance with contract terms and accounting procedures.
- Perform a variety of technical accounting duties in the preparation, maintenance and processing of accounting records and financial transactions related to assigned functions.
- Process, code, enter, and retrieve financial data, using computerized accounting systems.
- Verify accounting entries, maintain and reconcile complex accounting or financial records related to assigned function.
- Respond to inquiries from other departments and the public.
- Coordinate with staff in resolving disputes.
- Research discrepancies.
- Perform cashiering functions.
- Organize own work, set priorities and meet critical deadlines.

- Exercise good judgment, apply logical thinking and make sound decisions to accomplish tasks or solve problems.
- Operate modern office equipment including computer equipment and software programs.
- Interpret and apply polices, procedures, statutes and local rules, codes and regulations pertaining to assigned programs and functions.
- Communicate in a clear and concise manner, both orally and in writing.
- Understand and carry out oral and written instructions.
- Respond to questions from the public and City personnel regarding policies and procedures for the assigned area.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Operate a vehicle to carry out assigned duties.
- Attend seminars and workshops related to technical duties and responsibilities.
- May serve as a member of an employee focus group.
- May represent the City at various meetings and functions.
- Performs other related duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **Knowledge of:**

- Principles and practices of basic accounting and financial record keeping.
- Techniques used to reconcile subsidiary accounts to control accounts and maintain books through trial balance.
- Computerized accounting systems and/or personal computer spreadsheet software applications.
- Business math.
- Functions of accounts payable, accounts receivable, payroll, purchasing, and auditing or revenue collections.
- Modern office practices, procedures and equipment including computer-based accounting systems.
- Basic understanding of contracts, regulations, and laws specific to job functions.
- Proper English grammar, vocabulary, spelling and punctuation.
- Business letter writing, filing, indexing, and recording systems and procedures.
- Applicable state, federal and local statutes, laws, rules and regulations that apply to the area of assignment.

#### **Skills in:**

- Using a computerized accounting system, including data input, data inquiry, and report generation.
- Oral and written communications.
- Performing mathematical calculations, using a calculator and operating a 10-Key pad by touch.
- Following up on assignments with a minimum direction.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with minimum direction.
- Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.
- Analyzing and resolving office administrative situations and problems.
- Communicating clearly and effectively, both orally and in writing.

#### **Ability to:**

- Read, understand, and apply, laws, rules, regulations, policies, and procedures involved in fiscal recordkeeping and accounting functions.
- Compile and present fiscal or financial data.
- Learn accounting structure, financial guidelines, systems, and procedures of the department, fiscal program, or departments served.
- Learn basic budgeting and funding regulations, practices, and procedures.

City of East Palo Alto Job Descriptions:  
Account Technician

- Maintain journals and ledgers.
- Make arithmetical calculations, including ratio, rate, and percentage.
- Create computer spread sheets and reports.
- Communicate general and technical information.
- Maintain a good working relationship with city officials, superiors, co-workers, and the public.
- Operate business machines.
- Identify and resolve discrepancies in accounting records.
- Recognize priorities.
- Plan and organize work to meet deadlines.
- Work independently and as a member of a team.
- Perform cashier function duties accurately.
- Communicate effectively verbally and in writing.
- Handle stressful situations.
- Handle multiple interruptions.
- Handle multiple priorities.
- Use tact, discretion, initiative and independent judgment within established guidelines.
- Ability to organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction.
- Ability to read, communicate to others the policies, procedure, statutes, local rules, codes and regulations pertaining to assigned programs and functions.
- Ability to perform the essential functions of this classification.

**MINIMUM QUALIFICATIONS REQUIRED**

**Education:**

High School Diploma or GED with course work in accounting or bookkeeping desirable.

**Experience:**

No experience required; but, one (1) year of governmental experience in bookkeeping and/or accounting desirable,

**Licenses and/or Certifications:**

- Valid California Class C Driver's License or higher and a good driving record, at the time of appointment.

**DESIRED QUALIFICATIONS**

Associate's or Bachelor's Degree in Accounting is highly desirable.

**MATERIAL AND EQUIPMENT USED**

General office equipment, personal computer and applications, i.e., Word, Excel, Publisher, Power Point, Access,) printer, vehicle, regular/cell telephone, pager, microfiche machine, typewriter, cassette duplicator, scanner, fax, and transcription equipment, copier.

**PHYSICAL REQUIREMENTS**

While performing the essential functions of this classification the employee is frequently required to stand, walk, and sit for long periods of time; ability to use hands and fingers, handle, manipulate and feel; ability to reach with hands and arms; ability to speak and hear; ability to occasionally lift and/or move up to 25 pounds, climb flights of stairs; specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORKING CONDITIONS**

While performing the essential functions of this classification the employee is generally in an office environment. The working conditions are typically moderately quiet, but may be moderately noisy at times.

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***NOTE:*** Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.