

ACCOUNTING TECHNICIAN II**DEFINITION**

Under direction, performs difficult sub-professional accounting work recording and summarizing a variety of transactions utilizing knowledge of the principles and techniques of bookkeeping; typically supervises a unit of clerical and/or accounting clerical workers recording and verifying financial and statistical data and utilizes knowledge of the principles and techniques of bookkeeping to review and summarize the work of the unit; and does related or other work as required in accordance with Rule 3, Section 3 of the Civil Service Rules.

CLASS CHARACTERISTICS

This class is the second level class in the Accounting Technician series. A position in this class is distinguished by responsibility for a complex or specialized financial record keeping system that is characterized by transactions and records that require the application of the principles and techniques of bookkeeping. In addition, positions at this level typically supervise a unit of clerical and/or accounting clerical staff. This class differs from Accounting Technician I in that an incumbent of the latter class performs sub-professional accounting work of average difficulty and does not typically have supervisory responsibilities.

TYPICAL DUTIES

1. Provides supervision, training, and/or lead direction to an assigned unit of clerical and/or accounting clerical employees engaged in performing duties related to assigned functions; serves as resource person to supervised employees; answers questions regarding procedures, rules, regulations, assists employees with difficult work.
2. Maintains a set of complex financial and statistical records by posting transactions to journals and ledgers; adjusts accounts according to established procedures; prepares worksheets, trial balances, and financial statements.
3. Supervises and participates in the gathering, compiling and evaluation of financial, statistical, and operational data for reports to County, state, and federal agencies.
4. Maintains cost accounting records by supervising and participating in the computing, allocating, and posting of costs to various accounts; computes and allocates charges and depreciation costs; prepares summaries and cost statements.
5. Projects financial needs based on past or projected expenditures, salaries, wages, and operating costs.
6. Examines documents, records, forms, and computer print-outs for accuracy, completeness, and conformance to applicable rules and regulations; reconciles departmental accounting records with those of the County Auditor-Controller.
7. Assists administrative personnel in analyzing statistical and financial data and in preparing special reports; furnishes information by searching for and abstracting specialized or technical data; sends materials and form letters or composes routine letters.

8. Identifies, researches, and take corrective actions to resolve issues related to area of assignment; integrates financial system changes and necessary staff training in response to changes in regulations and programs.
9. Serves as liaison with internal departmental customers or external direct customers to resolve issues and/or provide information; provides explanations of laws, regulations, policies, or procedures.
10. May prepare and maintain personnel and payroll records.
11. May prepare financial or statistical worksheets, requisitions, forms, form letters, and miscellaneous reports; operates adding machines, calculators, microfiche readers, computer terminals, and cash registers.

MINIMUM QUALIFICATIONS

EITHER PATTERN I

Experience: Two years as an Accounting Technician I in San Joaquin County service.

OR PATTERN II

Experience: Two years experience equivalent to an Accounting Technician I in San Joaquin County service; OR five years of responsible journey level technical financial or fiscal statistical record keeping experience.

Substitution: a) One year of business training in an approved vocational training program may substitute for one year of the above required experience; or b) Completion of 30 semester/45 quarter credit units at an accredited college or university may substitute for one year of the above required experience.

AND

License: Possession of a valid California driver's license if required by the nature of the assignment.

Knowledge of: Principles and practices of bookkeeping; methods of compiling, computing, and presenting statistical and financial information; principles and techniques of supervision and training; basic principles of staff planning and utilization; mathematics; record keeping principles and techniques; filing systems and procedures; methods of locating and verifying information; principles and techniques of effective oral and written communications; basic public relations techniques; modern office procedures, practices, and equipment including computers and applicable software applications such as spreadsheets, databases, and electronic data processing systems; basic spelling, punctuation, and grammar; basic principles for processing payroll and personnel records may be required for some positions.

Ability to: Train and supervise others; plan, schedule, evaluate, and assign work; evaluate and establish clerical and clerical accounting procedures; read, understand, and apply written regulations and other job related materials; understand and follow detailed instructions; code and sort items into categories; review work for accuracy and procedural conformance; maintain confidentiality of information; operate office equipment including computers and

supporting word processing, spreadsheet, and database applications; adapt to changing technologies and learn the functionality of new equipment and systems; use adding machine and calculator; communicate effectively with others, both orally and in writing; work neatly, accurately and systematically; prepare financial and statistical reports, charts, and graphs.

Physical/Mental Requirements: **Mobility** – frequent operation of a data entry device and sitting for long periods of time; occasional standing for long periods of time, walking, pushing/pulling, bending/squatting, driving, and climbing stairs. **Lifting** – frequently 5 lbs or less; occasionally 5 to 30 lbs. **Visual** – constant use of overall vision and reading/close-up work; frequent need for color perception, hand/eye coordination, and field of vision. **Dexterity** – frequent holding, reaching, grasping, repetitive motion, and writing. **Hearing/Talking** – frequent hearing of normal speech, hearing on the telephone, talking in person and on the telephone. **Emotional/Physiological Factors** – frequent decision making, concentration, and working alone; occasional public contact. **Special Requirements** – some assignments may require occasional working weekends, nights, and/or occasional overtime. **Environmental Conditions** – occasional exposure to noise, dust, and poor ventilation.

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