

# ACCOUNTING TECHNICIAN



## **Description:**

Under general supervision, performs complex and responsible accounting work in the maintenance of financial and fiscal records; performs related duties as required.

## **Distinguishing Characteristics:**

Incumbents in this class are typically assigned full responsibility for a specialized accounting operation which requires a thorough understanding of an established accounting system, substantial subject matter knowledge, and the ability to apply basic accounting principles to a variety of transactions. They may supervise a small clerical unit performing a wide variety of fiscal duties.

Accounting Technician is distinguished from the Account Representative in that the duties of the Accounting Technician are based on an understanding of fundamental accounting principles necessary to maintain a system. The Accounting Technician performs professional accounting requiring a broad theoretical knowledge of accounting principles and practices applicable to a variety of situations and programs, with the focus on analysis, evaluation, and interpretation of financial transactions.

## **Duties may include, but are not limited to:**

1. Controls the maintenance of a manual or automated system requiring the application of double entry and accrual accounting principles.
2. Compiles narrative and statistical statements and reports by locating sources of information; devises forms to secure data; determines the format of the finished product; formats computer reports and spreadsheets.
3. Establishes, revises and maintains statistical, bookkeeping and accounting control records; classifies transactions that could be entered in several different kinds of accounts; establishes and posts to general and subsidiary ledgers.
4. Prepares trial balances, closes and balances accounts, reconciles bank statements, reconciles funds and appropriations analysis ledger to cost center ledger; makes adjusting and reversing entries for an entire District or specialized and complicated accounts within a District.
5. Prepares calculations and reports for budgets and claims from a variety of data, accounting records, and computer products; prepares regular reports of revenues and expenditures for management.
6. Prepares or supervises preparation of claims for services to other jurisdictions; distributes costs to programs; distributes revenues to correct cost centers.
7. Audits claims, invoices, and other financial transactions for accuracy, legality, and compliance.
8. Authorizes expenditures, transfers, and refunds.
9. Provides the Auditor-Controller's Office with information necessary for the setting of rates, preparation of claims and closing statements, and encumbrance of funds.

10. Maintains and adjusts inventory records.
11. Provides vacation or temporary relief as required.
12. Provides other duties as required.

**Typical Qualifications:**

Eight (8) semester (12 quarter) units of completed college accounting coursework **–OR–** An additional year of fiscal experience may substitute the educational requirement.

Must have a minimum of three years experience performing accounting duties and fiscal clerical work.

**Health and Physical Condition:**

Persons seeking appointment to this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties established by the San Bernardino County Fire Department.

**Conditions of Employment:**

Travel within and outside the County may be required. A valid California Driver's License and proof of automobile liability insurance must be provided at time of hire and maintained throughout employment.

**The statements in this class specification are intended to describe the general nature and level of work being performed by incumbents assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, qualifications and skills required of personnel so classified.**

**Job Code:** 43211

**Salary Range:** N23

**Representation Unit:** Non-Represented

**Last Updated:** 5/20/10