

CITY OF RENTON

CLASS TITLE: ACCOUNTING TECHNICIAN (AC-6265)

BASIC FUNCTION:

Under the direction of the Accounting Supervisor, perform responsible, paraprofessional-level accounting duties including the preparation and maintenance of accounting records involving complex sets of accounts; analyze, research, and reconcile records and reports to assure accuracy and completeness; train and provide work direction to other personnel as assigned.

REPRESENTATIVE DUTIES:

Accumulate financial data from source documents and verify for accuracy within established accounting practices and procedures; classify and code entries and transactions in accordance with established procedures.

Monitor, assign and verify account coding and related information, requisitions, invoices, claim forms, cash receipts and other related documents; assure the completeness and accuracy of information.

Monitor and reconcile account balances; prepare necessary transfer documents to adjust appropriations/expenditures; prepare monthly journal entries.

Record receipts or expenditures and maintain ledger accounts; review invoices, purchase orders, travel authorizations, expense claims mileage reimbursements for accuracy and process for payment.

Analyze financial data and research information as requested; verify and compile data for inclusion in a variety of records and reports required by State and federal agencies and the City.

Prepare a variety of financial, accounting and budgetary reports for submission to superiors; accumulate data and prepare narrative explanations as assigned.

Input, revise or delete a variety of financial and statistical data into a computer; audit and verify accuracy of information; balance and resolve discrepancies as needed.

Provide information to staff on procedural changes; provide work direction and guidance to accounting clerical personnel as assigned.

Analyze accounts and prepare or assist in preparation of financial reports; process, maintain and distribute a variety of forms, records and documents, including warrants and invoices.

Perform technical accounting tasks involved in sub-ledger maintenance, reconciliation of assigned accounts and balances and involvement in the management of cash receipts and funds.

Process payroll, accounts payable and maintain fixed asset accounts as assigned; provide the transfer of funds as directed.

Prepare and maintain bookkeeping records on assigned accounts such as LID and other special assessment programs as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Accounting principles, practices and procedures.
- Procedures, policies, rules and practices affecting the development, maintenance and control of budgeting and accounting systems for government.
- Data processing applications related to accounting and auditing functions.
- Principles of training and providing work direction.
- Modern office practices, procedures and equipment.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- City organization, operations, policies and objectives.

ABILITY TO:

- Perform a wide variety of paraprofessional accounting work.
- Prepare clear and accurate financial records and reports.
- Analyze and reconcile accounting records.
- Record and input data and make arithmetical calculations with speed and accuracy.
- Reconcile, balance and audit assigned accounts.
- Perform technical accounting duties related to assigned fiscal programs and activities.
- Work independently with little direction.
- Analyze situations accurately and adopt an effective course of action.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Meet schedules and time lines.
- Maintain records and prepare reports.
- Operate personal computer, including spreadsheet, word processing and graphics software.

- Understand complex rules, regulations and contracts from the IRS, State, City and employee unions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college-level course work in accounting or related field and two years of financial or accounting experience involving the use of automated systems. Public sector experience preferred.

WORKING CONDITIONS:

Work is performed in an office environment.

April 1991