

## IMPERIAL COUNTY

### **CLASS TITLE: ACCOUNTING TECHNICIAN**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, organize, analyze and prepare financial records, reports and related documents; develop, revise and implement accounting systems and procedures; conduct special projects, studies and surveys as assigned.

#### **REPRESENTATIVE DUTIES:**

Perform a variety of accounting duties related to assigned department including account analysis, preparation of financial reports and other special projects as assigned.

Analyze, review and prepare a variety of financial statements and reports related to a specific function; draw conclusions and make appropriate recommendations.

Assure compliance with laws, codes and regulations governing regulatory and municipal accounting.

Compile and summarize financial data; reconcile assigned accounts; prepare cash projections and graphs to assist in financial management.

Prepare and post journal entries; balance accounts and ledgers and perform reconciliation of accounts; perform account transfers as needed.

Verify, post and reconcile County transactions; perform complex calculations and compile a variety of statistical and financial information.

Process claims, receipts and journal adjustments; reconcile and balance accounts and ledgers; assure compliance with State and federal accounting requirements.

Prepare and maintain a variety of detailed and comprehensive records, files and reports; generate regular and special computerized reports related to assigned functions.

Analyze and reconcile program and fund charges and direct necessary fund transfers; review and approve requisitions for goods and services; certify daily issuance of vouchers.

Prepare, review and submit a variety of financial reports to local, State and federal regulatory agencies and government offices; confer with State and County auditors to answer questions and present data related to verifying expenses claimed and revenues received.

Operate a variety of office equipment including a computer, calculator and office machines.

Confer with administrators as needed to report and discuss the status and progress of special financial projects and assignments; provide technical expertise and assistance as requested.

Communicate with other departments as needed to resolve problems, provide information, explain accounting procedures and discuss data anomalies.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles and practices of governmental accounting.  
Laws, rules and regulations related to County government accounting.  
Accounting and fiscal systems, policies, procedures and practices.  
Analysis of complex financial statements and reports.  
Modern office practices, procedures and equipment.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
County organization, operations, policies and objectives.  
Operation of a computer terminal and other office machines.  
Technical aspects of field of specialty.  
Research and analytical methods.

**ABILITY TO:**

Perform a wide variety of accounting duties related to the preparation, maintenance and review of financial records, accounts and reports for an assigned department.  
Prepare and analyze comprehensive accounting reports.  
Communicate effectively both orally and in writing.  
Analyze and prepare a variety of complex records, reports and other financial documents.  
Prepare special reports and projects as assigned.  
Read, interpret, apply and explain codes, rules, regulations, policies and procedures.  
Provide technical expertise and information regarding accounting principles, practices and policies.  
Work confidentially with discretion.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and time lines.  
Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: two years college-level course work in accounting, finance or related field and one year accounting experience in a public agency environment.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

Office environment; subject to time deadlines and driving a vehicle to conduct work. Physical abilities required include dexterity of hands and fingers to operate standard office equipment and computers, bending and reaching to retrieve and maintain files, hearing and speaking to exchange information, and sitting for extended periods of time.