

CITY OF HEMET

ACCOUNTING TECHNICIAN III

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under direction, leads, oversees and participates in technical accounting activities as a para-professional; depending on assignment, duties may include refuse, sewer and water accounts/services as they relate to new accounts, billing, accounts receivable, accounts payable, delinquencies, collections, fees, adjustments, data base management and inquiries; performs special projects as assigned; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Accounting Technician III** is the lead/advanced journey level class expected to perform the more complex accounting duties, including utility billing and the maintenance of refuse, sewer and water accounts/services. Additionally, incumbents perform a variety of customer service duties related to assigned function. This classification is distinguished from the next higher classification of Accountant in that the latter assumes an advanced level of responsibility and performs professional level accounting work.

SUPERVISION EXERCISED/RECEIVED:

Receives direction from the Account Manager or Senior Accountant. Incumbents in this class do not routinely exercise supervision.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Leads, oversees and participates in technical accounting activities as a para-professional; depending on assignment, duties may include refuse, sewer and water accounts/services as they relate to new accounts, billing, accounts receivable, delinquencies, collections; fees, adjustments, data base management and inquiries.
- Maintains all commercial and residential refuse accounts/services; attends to refuse and water customers; researches customer concerns, inquiries and disputes; assists refuse yard staff with inquiries, research, reports and follow-ups.
- Maintains database for all accounts; audits database; updates address changes; performs next time billing and other maintenance service orders; closes and stops service on accounts; creates and processes service orders for service level changes, container delivery and removal, rentals, extra pick-ups, verifications and replacements/renovations.

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- Assures that merchandise purchased for the City has proper approval, coding, and correct invoicing and that it is paid in a timely manner; enters invoices into the City's software system; runs invoice status reports; creates, prints and mails checks.
- Calculates and processes billing adjustments; processes roll off refunds and pre-pays for utility bills.
- Maintains and processes the utility billing; enters new accounts; closes accounts; checks for unprocessed next time billing and service orders; prints bills; prepares month end processing for utility billing, including month end reports.
- Processes and posts deposit payments to accounts; enters address changes and re-mails bills as needed; maintains and reimburses postal permit; maintains and oversees postage machine and supplies; sorts mail for all City departments.
- Creates and maintains monthly Utility Department calendar.
- Prepares daily deposits and balances cash; posts cash received daily; prepares utility accounts for collection, including verifying accounts and preparing letters, adjustments and reports; processes bankrupt accounts and claims; processes return checks.
- Reconciles business license and building permit revenues quarterly; posts utility payments; performs refuse and water billing.
- Audits commercial sewer units, residential refuse units, and School District sewer units; audits, reviews and changes Mobil Home Park sewer units; creates annual water usage calculation report between Lake Hemet Municipal Water District and the City.
- Ensures that merchandise purchased for the City has proper approval, coding, correct invoicing, and that it is paid to vendors in a timely manner; bills customers for reimbursement to the City for various expenses owed; documents, reviews and accounts for projects through IDIS to HUD for the Community Development Block Grant.
- Serves as a resource to City employees and lower level accounting staff; covers for other Accounting Technician staff and the Business License Technician during breaks and as needed, which requires all Accounting Technician staff to be fully cross-trained.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, kneeling, squatting, and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in data entry and preparing reports using a computer keyboard. Additionally, the position requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

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QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Accounting Technician III**. A typical way of obtaining the required qualifications is to possess the equivalent of three years of general municipal technical accounting experience, and a high school diploma or equivalent supplemented by college level course work in accounting, bookkeeping or a related field.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern principles and practices of financial record keeping, water, refuse and utility billing, report writing, bookkeeping and technical accounting; clerical accounting work; cash handling techniques; methods and techniques of supervision, training and motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations, including those dealing with confidentiality; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Prepare, maintain, analyze and reconcile various financial, billing, accounting and statistical records; post, adjust and reconcile accounts and balances; keep accurate records; perform cashing duties accurately; examine a wide variety of financial documents and reports; handle a high volume of customer contact; research complex issues; understand concepts that relate to reconciliations and allocations; plan, organize, train and direct work of assigned staff; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing, spreadsheet and software applications, including billing and financial systems software.