



**CITY OF HAWTHORNE
HUMAN RESOURCES DEPARTMENT
ACCOUNTING TECHNICIAN**

Classification Specification
(Classified)

GENERAL PURPOSE

Performs routine clerical, accounting, and administrative work in accounts payable, accounts receivable, payroll, and general administration.

SUPERVISION RECEIVED

Works under the general supervision of an Accounting Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assists in the preparation and verification of monthly payrolls.
2. Assists in maintaining data on full-time and part-time employees including total hours, changes in name or address, salary changes, exemptions, insurance, vacation and sick leave records.
3. Assists in processing claims and vouchers for payment, and verification of account codes.
4. Assists in the Preparation of monthly, quarterly, and annual payroll reports.
5. Assists in the preparation of employee benefit payments.
6. Assists in maintaining daily cash balance and balancing cash on hand against receipts; Assists in preparing and balancing deposits.
7. Prepares periodic utility, financial, statistical or operational reports as assigned.
8. Provides clerical support to the finance staff as required.
9. Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
10. Serves as a back-up cashier/office assistant including receipting of utility payments and various other payments.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

1. Graduation from high school or GED equivalent with specialized course work in general office practices such as typing, accounting, data processing.
2. Two (2) years of increasingly responsible related experience, or any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

1. Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; working knowledge of governmental accounting principles and practices.
2. Skill in operating listed tools and equipment.
3. Ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to establish successful working relationships; ability to work under pressure and/or frequent interruptions.

SPECIAL REQUIREMENTS

Must be bondable.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software; central financial computer; 10-key calculator, phone, switchboard, base radio, fax and copy machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____ Approval: _____
Supervisor Appointing Authority