



**Memorandum**

**Date:** May 25, 2022

**To:** Civil Service Commission

**From:** Levi Sinkler, Personnel Analyst

**Subject:** **Request to Approve Revised Classification Specification: Accounting Technician**

Correspondence has been received from Joe Ambrosini, Human Resources Director, requesting Civil Service Commission approval and adoption for the revised classification specification of Accounting Technician. Staff has reviewed this request and recommends approval from the Commission in accordance with Article XI, Section 1101(d) of the City Charter.

Facts for Consideration:

- Article XI, Section 1101(d) of the City Charter grants the Civil Service Commission the powers and duties to create classifications of employees in the classified service, subject to the power of the City Council to establish positions of employment.
- Accounting Technicians perform technical accounting support functions in the preparation, maintenance, and processing of accounting records and financial transactions.
- The Accounting Technician classification specification was adopted on December 18, 1985, by the Civil Service Commission and has not been updated since adoption.
- The proposed changes to the Accounting Technician classification specification are as follows:

DEFINITION CURRENT LANGUAGE	DEFINITION PROPOSED LANGUAGE
Under general supervision, performs difficult and technical paraprofessional accounting work.	Under general supervision, performs technical accounting support functions in the preparation, maintenance, and processing of accounting records and financial transactions.



<p align="center"><b>EXAMPLES OF DUTIES CURRENT LANGUAGE</b></p>	<p align="center"><b>EXAMPLES OF DUTIES PROPOSED LANGUAGE</b></p>
<ul style="list-style-type: none"> <li>• Sets up and maintains prescribed general and special ledger accounts, journals, registers, and accounting records;</li> <li>• Prepares journal vouchers;</li> <li>• Examines, reconciles, codes, and posts data;</li> <li>• Applies prescribed measures of internal control;</li> <li>• Balances accounts and makes adjusting and closing entries;</li> <li>• Prepares and analyzes schedules, statements, and reports, the scope and format of which are prescribed by accountants;</li> <li>• Computes and distributes labor, material, and overhead costs;</li> <li>• Inputs data into computerized financial system;</li> <li>• Closes a full set of books and prepares financial statements;</li> <li>• Performs specialized accounting analysis;</li> <li>• Prepares specialized financial reports;</li> <li>• Performs computations utilizing specialized and complex financial data;</li> <li>• Trains others on accounting systems, procedures, and financial information;</li> <li>• May verify accounts and prepare basic data for input into computerized systems;</li> <li>• May supervise and review work of Accounting Clerks, Accounting Machine Operators, and other clerical personnel involved in accounting operations;</li> <li>• Performs other related duties as required.</li> </ul>	<p><b>Added the following duty statements:</b></p> <ul style="list-style-type: none"> <li>• Inputs, reviews, and approves financial transactions and data in accordance with GAAP and City policy for accuracy;</li> <li>• Identifies, researches and resolves discrepancies;</li> <li>• Reconciles accounts and financial information;</li> <li>• Establishes and maintains systems to assure accountability and financial control;</li> <li>• Processes accounting and financial transactions;</li> <li>• Provides technical information and instruction regarding applicable procedures and methods to City departments and staff;</li> </ul> <p><b>Revised Statements:</b></p> <ul style="list-style-type: none"> <li>• Prepares and analyzes schedules, statements, and reports, <del>the scope and format of which are prescribed by accountants</del> <b>in various formats including spreadsheets;</b></li> <li>• May supervise and review work of Accounting Clerks, Accounting Machine Operators, and other clerical personnel involved in accounting operations <b>the work of assigned staff and provide training;</b></li> </ul> <p><b>Removed Statements:</b></p> <ul style="list-style-type: none"> <li>• Computes and distributes labor, material, and overhead costs;</li> <li>• Inputs data into computerized financial system;</li> <li>• Closes a full set of books and prepares financial statements;</li> <li>• Performs specialized accounting analysis;</li> <li>• Prepares specialized financial reports;</li> <li>• Trains others on accounting systems, procedures, and financial information;</li> <li>• May verify accounts and prepare basic data for input into computerized systems;</li> </ul> <p><b>Justification:</b> additions, revisions and deletions reflect updates in industry standards, technology, and responsibilities of the classification.</p>



<p style="text-align: center;"><b>MINIMUM REQUIREMENTS CURRENT LANGUAGE</b></p>	<p style="text-align: center;"><b>MINIMUM REQUIREMENTS PROPOSED LANGUAGE</b></p>
<p>Open to classified City employees who have a total of two years of seniority performing journey level clerical accounting duties in the classification(s) of Accounting Clerk, Accounting Machine Operator, and/or Clerk Typist; the skills and abilities to work within a computerized financial system, operate alphanumeric keyboard and 10-key by touch, and communicate effectively both orally and in writing; and who meet A, B, or C below:</p> <p><b>A.</b> Education equivalent to an Associate of Arts degree in Accounting or a closely related field, including specific courses in Intermediate and Cost Accounting;</p> <p><b>B.</b> Two years of experience performing complex clerical accounting duties under minimal supervision;</p> <p><b>C.</b> Any combination of the education and experience stated above totaling two years.</p>	<p>Open to current, permanent full-time or part-time City employees with six (6) months of paid full-time equivalent, city service who meet all of the following:</p> <p>Education equivalent to an Associate of Arts degree in Accounting or closely related field (completion of 60 semester units or 90 quarter units) including specific courses in Intermediate Accounting.</p> <p>AND</p> <p>One year of full-time equivalent, paid experience performing complex clerical accounting duties*.</p> <p>Additional experience offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year-for-year basis.</p> <p>*Complex clerical accounting duties may include: bank reconciliations, review and reconciliation of accounts payable and accounts receivable transactions, creation, review and maintenance of vendor records, creation and posting of journal entries and inventory reconciliations.</p> <p><b>Justification:</b> revised minimum requirements section from two years of required experience to one year of required experience to fall in line with how minimum qualifications may be gained, removed classified status and seniority requirements so that the recruitment may be run open-competitive or promotional, depending on departmental needs.</p>
<p style="text-align: center;"><b>KNOWLEDGE, SKILLS AND ABILITIES CURRENT LANGUAGE</b></p>	<p style="text-align: center;"><b>KNOWLEDGE, SKILLS AND ABILITIES PROPOSED LANGUAGE</b></p>
<p>None existing.</p>	<p>Candidates must possess all of the following:</p> <p>Ability to:</p> <ul style="list-style-type: none"> <li>• Create, modify, and maintain spreadsheets; Work within a computerized financial system;</li> <li>• Operate computers including the use of Internet, databases and word processing software;</li> <li>• Operate a 10 key by touch;</li> <li>• Comprehend and interpret complex written information;</li> </ul>



	<ul style="list-style-type: none"> <li>• Communicate effectively both verbally and in writing.</li> </ul> <p><b>Justification:</b> language was developed to describe the knowledge, skills and abilities of this classification required on day one.</p>
--	---

- Civil Service worked with staff from the classification user departments, Human Resources, and the International Association of Machinists and Aerospace Workers (IAM) on the proposed revisions to the class specification of Accounting Technician. The meet and confer obligation was completed on December 2, 2021 with IAM regarding the proposed changes, which they are in support of.

The classification user departments and Human Resources Departments have been advised that this item is on today's agenda. Representatives from the Departments are present to respond to any questions posed by the Civil Service Commission.



Date: May 9, 2022

To: Civil Service Commission

From: Joe Ambrosini, Director of Human Resources 

Subject: **CLASSIFICATION SPECIFICATION REVISION – ACCOUNTING TECHNICIAN**

---

Attached please find a draft revised classification specification for Accounting Technician. Following is a summary of the revisions made to the specification:

- The Example of Duties was revised to reflect the current duties of the classification;
- The minimum requirements section was changed from two years of required experience to one year of required experience;
- A Knowledge, Skills, and Abilities section was added.

Human Resources staff worked with Civil Service and the corresponding departments to complete the meet and confer process. Having completed the meet and confer process with the labor association that represents the classification, the Department of Human Resources is requesting the Civil Service Commission adopted the revised classification specification for Accounting Technician.

Should you have any questions regarding this item, please contact Russ Ficker, Human Resources Officer at (562) 570-7147.

#### Attachments

1. Accounting Technician Classification Specification

cc: Fred Verdugo, Deputy Human Resources Director  
Russ Ficker, Human Resources Officer

**TITLE:**                    **ACCOUNTING TECHNICIAN**

**DEFINITION:**        Under general supervision, performs technical accounting support functions in the preparation, maintenance, and processing of accounting records and financial transactions.

**EXAMPLES OF DUTIES:**

- Inputs, reviews, and approves financial transactions and data in accordance with Generally Accepted Accounting Principles (GAAP) and City policy for accuracy;
- Identifies, researches and resolves discrepancies;
- Balances accounts and makes adjusting and closing entries;
- Prepares and analyzes schedules, statements, and reports, in various formats including spreadsheets;
- Performs computations utilizing specialized and complex financial data;
- Reconciles accounts and financial information;
- Establishes and maintains systems to assure accountability and financial control;
- Processes accounting and financial transactions;
- Provides technical information and instruction regarding applicable procedures and methods to City departments and staff;
- Participates in the training of various departments in the use of computer accounting programs; May supervise the work of assigned staff and provide training ;
- Performs other related duties as required.

**MINIMUM QUALIFICATIONS:**

Open to current, permanent full-time or part-time City employees with six (6) months of paid full-time equivalent, city service who meet all of the following:

Education equivalent to an Associate of Arts degree in Accounting or closely related field (completion of 60 semester units or 90 quarter units) including specific courses in Intermediate Accounting.

AND

One year of full-time equivalent, paid experience performing complex clerical accounting duties\*.

Additional experience offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year-for-year basis.

\*Complex clerical accounting duties may include: bank reconciliations, review and reconciliation of accounts payable and accounts receivable transactions, creation, review and maintenance of vendor records, creation and posting of journal entries and inventory reconciliations.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Candidates must possess all of the following:

- Ability to:
  - Create, modify, and maintain spreadsheets;
  - Work within a computerized financial system;
  - Operate computers including the use of Internet, databases and word processing software;
  - Operate a 10 key by touch;
  - Comprehend and interpret complex written information;
  - Communicate effectively both verbally and in writing.

**HISTORY:**

Revised of Classification Specification: 01/15/1985  
Approval/Adoption Date: 06/27/1985 – Human Resources Department  
12/18/1985 – Civil Service Commission  
XX/XX/XX – Civil Service Commission