

Housing Authority of the County of Tulare

Job Description

Job title: ACCOUNTING TECHNICIAN

Work Location: One or more of the agency office locations located in Tulare County

Department: ACCOUNTING

Reports to: CONTROLLER

☒ **Full-time**
☐ **Part-time**

☐ **Exempt**
☒ **Nonexempt**

DEFINITION:

Under direction of the controller to performs technical, para-professional Housing Authority work. Maintains an accounting system, reviews fiscal records, prepare financial report statements and analysis,

DISTINGUISHING CHARACTERISTICS:

The accounting technician class may be distinguished from classes in the data entry/account clerk series by the difficulty and complexity of work performed, by the assigned responsibility for an important system, and by the indirect supervision of lower-level accounting clerical positions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Participates in the preparation of complex clerical accounting work, utilizing an automated accounting system, such as accounts payable, payroll and specialized Housing Authority accounting functions.
- Assists in the preparation of financial statements, schedules, spreadsheets and other statistical and financial reports.
- Prepares journal vouchers.
- Fiscal year-end closing adjustments and documents for auditors.
- Prepares audit materials requiring analysis of supporting documents ensuring that all entries and adjustments are entered into the system.
- Resolves problems and inconsistencies, determining corrective entries involved in maintaining accounting controls.
- Prepares a variety of local, state and federal claims, statements and reports from a variety of sources, including preliminary data, accounting records, and computer print-outs.
- Answers questions and provides information on procedures in preparing accounting transactions.

MARGINAL FUNCTIONS: Performs related work as required or delegated.

EDUCATION AND/OR WORK EXPERIENCE REQUIREMENTS:

- High School education or GED equivalent.
- Sufficient to demonstrate competency in the knowledge and skills specified and to learn skills normally acquired on the job. This would usually be obtained by graduation from high school, or equivalent, and at least five years of increasingly responsible duty assignments in accounting activities.

KNOWLEDGE OF:

- Principles and practices of financial record keeping.
- Basic accounting principles.
- Current knowledge of office procedures and equipment.
- Principles of supervision and management.
- Intermediate math, including fractions, percentages, decimals and statistics.

SKILLS TO:

- Analyze and draw logical conclusions.
- Operate a calculator quickly and accurately.
- Understand and interpret the principals involved in fiscal reports and maintain ledgers, journals and spreadsheets.
- Adjust to changes in work load.
- Establish priorities and keep deadlines.
- Computer literate in MS Office software and accounting systems.

DESIRABLE QUALIFICATIONS:

- Applicable state and federal guidelines and procedures.
- Duties and functions of related support personnel.

PHYSICAL CHARACTERISTICS:

- Manual dexterity of the hands/wrists in order to operate a computer keyboard, calculator and other office equipment for extended periods of time.
- Good eyesight to read/write and visually use a computer screen.
- Strength and flexibility in order to bend, reach, stoop and lift at least 20 pounds of ledger records.
- Good hearing to accommodate and greet persons coming into the office and to handle telephone conversations.
- Clear speech and verbal skills in order to communicate with the public and co-workers.
- Ability to operate a motor vehicle.
- Must have ability to cope with stressful circumstances and to cordially interact with co-workers to accomplish common tasks.
- Regular attendance required.

LICENSES/CERTIFICATES:

A valid California driver's license and acceptable DMV record.

Adopted: 2/2024