



Housing Authority
of the
County of Tulare

CLASSIFICATION: ACCOUNTING TECHNICIAN

RESPONSIBLE TO: CONTROLLER

DEFINITION: Under direction of the controller to perform technical, para-professional Housing Authority work to maintain an accounting system, reviewing fiscal records, preparing financial report statements and analyses, and to do other related work as required.

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.

EXAMPLES OF DUTIES: 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 insuring 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 state, federal and local 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; and to do other related work as required.

EDUCATION/EXPERIENCE: 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; modern 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 principles involved in fiscal reports and maintain ledgers, journals and spreadsheets; adjust to changes in work load; establish priorities and keep deadlines.

**Housing Authority of the County of Tulare
Accounting Technician (Continued)**

DESIRABLE QUALIFICATIONS: Applicable federal and state guidelines and procedures; duties and functions of related support personnel; computer usage.

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 coworkers to accomplish common tasks. Regular attendance required.

LICENSES/CERTIFICATES: A valid California driver's license.