



APRIL 2026
FLSA: NON-EXEMPT

ACCOUNTING TECHNICIAN

DEFINITION

Under general supervision, performs and leads routinely difficult para-professional accounting duties related to setting up, monitoring, and maintaining records of a variety of financial or accounting transactions. The incumbents prepare, maintain, and analyze financial records for assigned accounting transaction cycles, which may include general ledger, cashiering, banking, various revenues (taxes, utilities, liens, water, refuse, materials diversion, grants), accounts receivable, payroll, employee benefits, labor distribution, financial reporting, or departmental fund accounting, and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from professional or management personnel and the Administrative Services Director. Exercises no direct supervision over staff. May exercise technical and functional direction over and provide training to less experienced staff

CLASS CHARACTERISTICS

The Accounting Technician is distinguished from the Senior Accounting Assistant in that it is the lead-level, providing technical and functional direction and training for to accounting clerical and technical support positions. Incumbents work in the Finance Department. Additionally, the Accounting Technician has greater latitude for interpreting and implementing policies and developing procedures and is responsible for independently performing technical accounting work requiring extensive specialized knowledge in the areas of assignment. The Accounting Technician is distinguished from the class of Accountant in that the latter is the professional accounting classification, which performs the full range of professional accounting work.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides technical and functional direction and training for accounting clerical and technical support staff; coordinates and schedules the sequential workflow of transactions through the City's financial systems to ensure timely completion of tasks in response to production timetables; trains and advises staff on processing procedures; identifies and resolves problems and inconsistencies.
- Administers automated financial systems and related subsidiary ledgers; processes and monitors transactions through these systems; updates program tables as needed for work flow; generates reports, invoices, employee and vendor payments; monitors integrity and completeness of data within assigned systems; and monitors the integrity and completeness of data flowing between automated systems; assists with the conversion and upgrading of data processing programs and systems as necessary.

- Maintains quality assurance over general ledger and subsidiary ledger account balances through account analysis, reconciliation, preparation of journal entries, and processing of corrections as needed.
- Interprets and applies a wide variety of City and Finance Department policies and procedures, such as water billing and other customer collection policies including fair debt collection practices, budgetary policies, and employee salary.
- Assists in preparation of financial statements, supporting accounting reports, and auditing work papers for the City and City Utilities in accordance with generally accepted accounting principles and governmental accounting reporting standards.
- Prepares and maintains operational and procedural manuals. Assists in outreach and training on financial transactions for City departmental program staff. Ensures manuals are current, accurate and maintained appropriately.
- Process payroll and benefits duties such as entry for new hires and any adjustments for current employees; processing negotiated pay or benefit changes; processing associated State and Federal tax distributions and reports; benefits implementation including changes resulting from the annual open enrollment process.
- Perform human resources or other office support work accurately and in a timely manner. Prepares various technical reports to meet external reporting requirements, such as quarterly tax returns, employee W-2 tax statements, and other payroll deduction.
- Maintain confidentiality of sensitive personal information of employees, former employees, applicants, and other matters affecting employee relations. and payroll issuance.
- Financial tasks such as utility billing, collections, and bank reporting.
- Sets up new accounts or closes out terminated accounts; notifies customers of excessive usage and initiates work orders to investigate for high consumption, potential leaks, or broken utility meters; calculates and processes billing adjustments due to leaks, penalty adjustments, or overestimating.
- Sends out late and final notices, collection notices, and performs necessary collections and delinquency processing.
- Maintains current billing book by downloading reads, printing, and investigating problem accounts (e.g., high reads, missing reads, etc.); generates investigation list for the Customer Service Crew.
- Maintains accurate billing information through data entry, calculations, and verifications
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.
- Serves as backup to Senior Accounting Assistant and performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Basic principles and practices of accounting, bookkeeping and financial reporting processes and procedures in a public agency setting.
- Basic principles of municipal finance, fund accounting, and budgeting.
- Methods and procedures for collecting and disbursing funds.
- Automated financial systems and PC-based software applications, including Microsoft Excel and Word.
- Business math and elementary statistical methods and techniques.
- City of Calistoga finance/accounting systems and interrelationships.
- English usage, spelling, vocabulary, grammar, and punctuation.

Ability to:

- Plan, organize, and assign the work of others; share goals, objectives, techniques, and work

methods.

- Reconcile financial transaction records, ledgers, and journals
- Understand transactions and relationships among accounting documents.
- Detect fiscal record keeping errors rapidly and efficiently.
- Understand and assist in the preparation of financial statements and reports.
- Focus concentration for long periods of time when comparing data.
- Analyze problems, gather relevant information, and recommend corrective action
- Communicate effectively.
- organize and prioritize work to meet deadlines;
- Work with minimal supervision.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth grade supplemented by two years of college-level coursework in business or public administration, finance, accounting, specialized secretarial training, or related field. Three years of progressively responsible accounting clerical or technical experience, which includes at least one year equivalent to the Senior Accounting Assistant with the City of Calistoga. Additional qualifying experience may substitute for the required education on a year-for-year basis.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification may frequently bend, stoop, kneel, reach, push, move file boxes, and pull drawers open and closed to retrieve and file information as well as light lifting under 15 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with challenging staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

The City of Calistoga is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Calistoga will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.