

CITY OF MILPITAS  
Established: Sept. 3, 1991  
EEOC: Office and Clerical  
FLSA: Non Exempt  
Unit: Pro Tech  
Physical: 1

## ACCOUNTING TECHNICIAN

### DEFINITION

Under direction, to perform sub-professional accounting work, recording and reporting financial transactions for assigned areas of responsibility; to prepare financial report statements and analyses; and to perform the day-to-day tasks associated with maintaining the City's investment portfolio.

### DISTINGUISHING CHARACTERISTICS

This is an entry level class of the professional accounting series which may serve as a "bridge classification" from the accounting clerical series to the professional accounting series. Positions in this class are distinguished from the Accountant class by the performance of the less than the full range of duties as assigned to the journey level class in working this series.

### SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the Senior Accountant and in indirect supervision from and Accountant. Exercises no supervision.

### EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Perform accounting work, including recording and reporting financial transactions for assigned area of responsibility.

Assist in the preparation of financial report statements and analyses.

Perform cash flow analyses on an ongoing basis, assisting to maximize available cash and to maximize investment yield, minimizing risk, on cash between its collection and disbursement.

Perform the day-to-day tasks associated with the maintenance of the City's investment portfolio in accordance with the City's Investment Policy.

Assist in the development of investment strategies by an ongoing assessment of the economy and the needs of the City.

CITY OF MILPITAS

Accounting Technician (Continued)

## QUALIFICATIONS

### Knowledge of:

Basic governmental accounting principles and practices of financial record keeping.

Computer systems and applications.

Modern office practices, procedures, methods and equipment.

### Ability to:

Analyze reports of financial stability of banks, savings & loans, and other financial institutions, and assess relative risks of investments.

Learn to apply investment yield curve analysis techniques.

Develop a cash budget based on the operating and capital budgets of the City and forecast and estimate asset balances available for investments.

Understand factors that influence interest rates, short-term investment instruments, and technical approaches to short-term investing.

Establish and maintain effective work relationships with City staff, the public, and with depositories, investment dealers, and brokers.

Understand and interpret principles, laws and procedures involved in fiscal record keeping, investment and accounting functions.

Maintain accurate records.

### Other Requirements

Specified positions may require possession of a valid California's driver's license.

## EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

CITY OF MILPITAS

Accounting Technician (Continued)

Experience:

One year of fiscal office support equivalent to a Fiscal Assistant II in the City of Milpitas.

Education:

Thirty semester units of college with course work accounting or a closely related field. Additional experience may be substituted on a year-for-year basis.

Approved by:

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City Manager