

Job Title: ACCOUNTING TECHNICIAN I / II

Department: Finance

Reports to: Assistant City Manager

FLSA Status: Non-Exempt

Grade Level: I

Union Affiliation: UPEC

Location: Orland, CA

Date Approved: October 7, 2025

Part-time position with initial appointment of a one-year term, with the possibility of renewal upon successful completion.

POSITION SUMMARY

Under general supervision, performs a variety of financial and statistical record-keeping assignments; prepare and maintain financial records for multiple funds, record journal entries, reconcile accounts, prepare financial statements and reports, assist with audits, customer service, and related duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to, the following:

- Assist in preparing and maintaining financial records for multiple funds, including general, enterprise, and special revenue funds.
- Record journal entries and reconcile accounts to ensure accuracy and compliance with accounting standards.
- Assist in preparing monthly, quarterly, and annual financial statements and reports.
- Monitor revenues and expenditures to ensure proper allocation to the correct funds.
- Support the preparation of audit schedules and respond to auditor inquiries.
- Assist with budget preparation and provide routine budget-to-actual reports.
- Research and resolve discrepancies in financial records.
- Perform other clerical and accounting support duties as assigned.
- Assists in maintaining fixed assets records.
- Make fund transfers within legal requirements.
- Prepares payments, checks and warrants for approval and distribution.
- Prepares and/or assists in preparing reports required by the City and other government agencies.

QUALIFICATIONS

Any combination of education and experience which would likely provide the required knowledge and abilities is qualifying.

Education:

- High school diploma or GED equivalent required.
- Completion of college-level coursework in accounting is highly desirable.
- A college degree in accounting is strongly preferred.

Experience:

- Two years of accounting experience, including financial recordkeeping.
- Experience with fund accounting and governmental financial reporting is highly desirable.
- Experience using Tyler accounting software is strongly preferred.

Knowledge of:

- Methods, practices, and procedures used in account record keeping pertinent to area of assignment including accounts payables, accounts receivables, cashiering, payroll, business licenses, utility collection and billing services.
- Principles and procedures of financial record-keeping, reporting, and databases.
- Tyler automated financial management system used by City of Orland.
- Journal entry and auditing principles.
- Government procurement methods.
- Standard clerical practices and procedures.
- Record-keeping, report preparation and filing systems and methods.

Ability to:

- Learn procedures and functions of assigned position.
- Learn and apply pertinent Federal, State, and local laws, codes, and regulations including administrative and departmental policies and procedures.
- Learn to accurately tabulate, record and balance assigned transactions.
- Perform general clerical accounting work including maintaining appropriate files and compiling information for reports.
- Interpret and apply all bookkeeping principles and procedures, pertinent laws, codes, regulations, and standards.
- Prepare and maintain a variety of routine financial statements, reports, records and files.
- Prepare accurate and complete financial reports from accounting data; reconcile discrepancies in financial records.
- Exercise good judgment, flexibility, and sensitivity in response to changing situations and needs.
- Plan and organize work to meet schedules and timelines.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain and foster positive and harmonious working relationships with those in the course of work

Other Requirements:

Must possess a California driver's license and have a satisfactory driving record. Bi-lingual English/Spanish is desirable.

SELECTION GUIDELINES

- Formal application required.
- Evaluation of qualifications based on education and experience.
- Interview process and reference checks.
- Job-related testing may be required.

This job description does not constitute an employment agreement and may be modified as required to meet the needs of the City of Orland.