



CENTRAL COUNTY FIRE DEPARTMENT ACCOUNTING TECHNICIAN I/II

Summary of Benefits: Fire Operational Support Services
FLSA: Non-Exempt

Revised and Adopted date: 4/8/2026
Effective date: 7/13/2026

DEFINITION

To perform a variety of responsible accounting support and administrative duties involving the preparation, processing, maintenance and verification of accounting documents and records related to accounts payable and accounts receivable activities; and to perform other duties as required.

DISTINGUISHING CHARACTERISTICS

Accounting Technician I - This is the entry-level class in the Accounting Technician series. Positions in this class typically have little related work experience and work under immediate supervision while learning job tasks. The Accounting Technician I is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Accounting Technician II - This is the journey level class in the Accounting Technician series and is distinguished from the I level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

This class is distinguished from that of the Senior Accounting Technician in that the latter is an advanced journey level class responsible for highly complex technical accounting related work and exercises technical and functional supervision over assigned staff.

SUPERVISION RECEIVED AND EXERCISED

Accounting Technician I

Receives immediate supervision from the Administrative Services Director; and may receive technical and functional supervision from a Senior Accounting Technician.

Accounting Technician II

Receives general supervision from the Administrative Services Director; and may receive technical and functional supervision from a Senior Accounting Technician.

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

- Perform specialized and detailed work in the review and processing of various financial records and related materials; ensure the integrity of data and information related to accounts payable/receivable.

- Receive, research and resolve discrepancies related to accounts payable/receivable; receive, research and respond to inquiries from other departments, vendors, and customers.
- Review all invoices for appropriate documentation and approval prior to payment.
- Verify Federal ID numbers; schedule and prepare checks; resolve purchase order, contract, invoice or payment discrepancies and documentation; ensure credit is received for outstanding memos; and issue stop-payments or purchase order amendments.
- Process check requests, wire transfers and ACH payments.
- Audit and process credit card statements for payment.
- Maintain 1099 and W9 records throughout the year and prepare and report annual 1099 information.
- Respond to vendor inquiries, reconcile vendor statements, research and correct discrepancies when necessary.
- Prepare and maintain accurate records and reports.
- Assist with compilation of sales and use taxes by calculating requirements on paid invoices.
- Maintain files and documentation thoroughly and accurately, in accordance with department policy and generally accepted accounting practices; assist in month and year end closing.
- Maintain billing system, customer files and records; generate monthly/quarterly billing.
- Process billing, collections and reporting activities in accordance with accounting policies and procedures.
- Run monthly accounts receivable reconciliation and ageing reports; monitor customer accounts for non-payments and other irregularities.
- Research and resolve payment discrepancies and customer inquiries.
- Initiate collections efforts and work with collection agency to ensure collection of monies owed.
- Assist with month/year end closing, and annual audit.
- Represent the Department with dignity and integrity, and the spirit of cooperation in all relations with staff and the public.
- Foster an environment that embraces integrity, service, inclusion and collaboration.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other Department employees and the public using principles of good customer service.
- Perform related duties as assigned.

QUALIFICATIONS

Accounting Technician I

Knowledge of:

- Practices, methods, and terminology used in financial and statistical record keeping.
- Principles and practices of routine analytical research.
- Customer service principles and problem resolution techniques.
- Modern office practices and procedures, computer equipment and software applications related to financial accounting.
- Business letter writing and report preparation.
- Safe work practices.

Ability to:

- Independently and correctly process accounts receivable and accounts payable.
- On a continuous basis, know and understand all aspects of the job. Intermittently analyze work papers, reports and special projects; research, identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at a desk for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Read, interpret and record data accurately.
- Perform mathematical computations such as percentages, fractions, addition, subtraction, multiplication and division quickly and accurately.
- Interpret, explain and apply a variety of laws and regulations governing accounting activities.
- Accurately maintain financial records, reports and files.
- Identify errors in records and accounts receivable/payable documents and make appropriate corrections.
- Match, batch, code and enter invoices; reconcile batches.
- Use principles of effective office safety including use of equipment in a proper and safe manner, use of preventative personal ergonomic techniques, and maintenance of safe housekeeping in personal and common workspaces.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishment of Department goals, objectives and activities.

Accounting Technician II

In addition to the qualifications for the Accounting Technician I:

Knowledge of:

- Pertinent local, State and Federal laws, ordinances, rules and regulations.
- Governmental accounting and reporting practices, especially as applied to municipal organizations.

Ability to:

- Independently perform difficult and responsible technical work involving financial and related statistical record keeping.

- Crosstrain in various financial functions which may include accounts payable, accounts receivable, payroll and cash receipts.

EDUCATION AND EXPERIENCE:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to graduation from high school and 12 units or relevant accounting classes (experience may be substituted on a year-for-year basis).

Experience:**Accounting Technician I:**

Two years of responsible administrative, clerical or customer service experience related to accounting, accounts payable, accounts receivable, or finance.

Accounting Technician II:

Two years of responsible experience similar to that of an Accounting Technician I with the Central County Fire Department.

ENVIRONMENTAL ELEMENTS:

Work is performed in a typical temperature-controlled office environment subject to typical office noise and environment. Travel is rare.