



Range: SG-8

Non-Exempt

Date: February 2, 2010

ACCOUNTING TECHNICIAN

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of technical accounting duties involving the accounting, budgeting, recording and reporting of financial transactions for the City; and to provide technical assistance to higher level accounting staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Financial Operations Manager

May exercise technical and functional supervision over assigned technical staff

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties depending on which main function of the department you may be assigned, may include, but is not limited to, the following:*

Essential Functions:

1. Maintain and reconcile a variety of ledgers, reports and account records; examine and correct accounting transactions to ensure accurate recording, balancing and classification of all collected income and expenditures to the proper accounts
2. Monitor City budget for all City departments; monitor state funding of highways; monitor compliance with spending requirements; monitor compliance with revenue collections; develop reports for assigned programs and submit to appropriate staff
3. Maintain files for accounts payable and payroll records for the City; administer the retirement program for City personnel
4. Sort, audit, match and distribute invoices from vendors and service providers ensuring approval for payment; prepare payments for mailing; prepare and mail checks for vendor payments; reconcile monthly statements from vendors
5. Sort, audit, print and distribute monthly billings to sewer customers; reconcile payments, adjustments and billings to general ledger
6. Perform a variety of personnel transactions including entering payroll data such as new hires, salary, workers compensation and related personnel changes; process and calculate a variety of payroll actions including wage garnishments, benefits withholding, overtime hours and workers compensation claims; calculate pay from time sheets; issue checks for all City employees

7. Perform the tracking of disability, deferred compensation, quarterly taxes and workmen's compensation funds
8. Prepare a variety of reports and records for assigned duties and transactions
9. Create purchase orders/requisitions
10. Wastewater permitting, including generating the permits, collection of permit fees, maintaining the accounting software data base for tracking and coordination of inspections
11. Capacity fee notifications including creating and maintaining SI data base and utility billing data base for billing purposes
12. Setting up loans for capacity fees. Generating the loan documents, recording, monthly billing, through payoff closing procedures
13. Liens/collections
14. Administering the hearings. Set up hearings and represent the city's position in the absence of the Finance Director
15. Assist in administration of random audit program of transaction privilege tax collections
16. Ability to work in organized team efforts and assist in problem solving work related issues for continuous improvement in work efforts
17. Works with interdepartmental personnel, representatives of other departments and agencies coordinating, evaluating and modifying financial record keeping

Marginal Functions:

1. Maintain confidentiality of information as assigned
2. Provide technical information regarding applicable procedures and methods to various City staff and the general public; interpret and explain payroll rules and regulations to City staff; answer questions and resolve problems or complaints from staff and general public
3. Maintain or perform website content function within assigned role
4. Perform related duties and responsibilities as required

QUALIFICATIONS

Knowledge of:

- Principles and practices of financial record keeping and reporting
- Advanced mathematics, bookkeeping and statistics as applied to municipal accounting
- English usage, spelling, grammar and punctuation
- Principles and procedures related to accounts payable and receivable
- Various computer software programs used in accounting and word processing
- Modern office procedures, methods, computer equipment and software
- Pertinent federal, state, and local codes, laws, and regulations

Ability to:

- Work in organized team efforts and assist in problem solving work related issues for continuous improvement in work efforts

- Encourage and facilitate environment for building team efforts and problem solving of work related issues by employees
- Ensure necessary training and other technical support for building an environment that encourages teams and continuous improvement
- Prepare and maintain detailed and accurate financial and statistical records
- Accurately tabulate, record and balance assigned transactions
- Operate a typewriter, calculator, computer and other office equipment
- Monitor budgetary compliance with spending and collection requirements
- Maintain an accurate and current filing system of accounts payable, personnel records and accounts receivable
- Accurately prepare and post relevant data to an accounting system
- Perform varied technical accounting clerical work
- Prepare a variety of routine financial statements, reports and analyses
- Understand and carry out oral and written instructions
- Type at a speed necessary for successful job performance
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain cooperative working relationships with those contacted in the course of work
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities

Experience and Training Guidelines

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

Experience:

Two years of increasingly responsible experience in the maintenance of financial and related statistical records and municipal or public accounting

Training:

Equivalent to an Associates degree from an accredited college or university with major course work in accounting or a related field

WORKING CONDITIONS

Environmental Conditions:

Office environment utilizing computers

Physical Conditions:

Essential and other important responsibilities and duties may require maintaining physical condition necessary for sitting for prolonged periods of time and working closely with others; general manual dexterity