



Range: SG-8
FSLA: Non-exempt
Date: August 30, 2016

ACCOUNTING TECHNICIAN I

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 Budget & Accounting Supervisor or designee.

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:*

1. Process daily mail for Financial Services Department.
2. Research returned mail.
3. Order office supplies.
4. 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.
5. Prepare a variety of reports and records for assigned duties and transactions.
6. Maintain updated operating procedures for all assigned duties.
7. Coordinate records retention and disposal.
8. Mail accounts payable checks or hold for pickup.
9. Primary phone contact for general finance calls.

Payment Processing:

10. Maintain files for accounts payable records; audit, match and distribute invoices from vendors and service providers ensuring approval for payment; input invoices into accounts payable system; prepare and mail checks for vendor payments; identify capital assets related invoices and provide a copy to appropriate finance staff, file invoices after payment; and reconcile monthly statements from vendors.
11. Maintain list of approved purchasers and update annually.

Revenue Management:

12. Process Business License applications including following up on missing information and confirming that the applicant has no delinquent balances owed to the City.
13. Process Business License renewals including preparing eligible licenses for renewal, and creating renewal notices.
14. Perform Business License collections process to include mailing notices and calling businesses that have not renewed.
15. Work as central cashier for the city, compile the daily deposit and its related paperwork.
16. Upload and download payment files for third-party payment processing companies.
17. Complete escrow inquiries for wastewater balances due.
18. Set up new utility billing customers and update existing customer accounts for information such as paperless, credit card number, mailing address, etc.
19. Process low-flow reduced rate applications.
20. Prepare accounts receivable invoices.
21. Primary phone contact for business license calls.
22. Prepare liens and debt set-offs.
23. Assist with delinquent account collections.

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 rules and regulations to City staff; answer questions and resolve problems or complaints from staff and general public.
3. 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.
- Make arithmetical computations quickly and accurately
- Prepare and maintain detailed and accurate financial and statistical records.
- Operate standard 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.
- Maintain regular and reliable attendance.

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, preferably in a municipal finance environment.

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:

Primarily office environment utilizing computers and other office equipment.

Physical Conditions:

Sufficient personal mobility, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the employee to lift up to 20 pounds, to sit and work at a keyboard for an extended period of time, and work in an office environment.