

## 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.*

### **JOB OBJECTIVES**

To perform a variety of complex administrative support and financial record keeping duties associated with the processing and completing of accounting transactions for various accounts requiring knowledge of the City's programs and functions, procedures and operating details; to assume responsibility for one or more specialized elements within a complete accounting system such as, but not limited to accounts receivable and accounts payable; to provide information to citizens and the general public, receive and direct telephone calls and visitors; to route and distribute incoming and outgoing mail; to maintain a variety of files and records; to back up payroll responsibilities; to perform a variety of administrative support duties relative to assigned area of responsibility using independent judgement.

### **SUPERVISION EXERCISED AND RECEIVED**

Receives general supervision from higher level management or supervisory staff.

### **ESSENTIAL JOB FUNCTIONS**

*The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:*

1. Coordinate and maintain the accounts payable process; prepare and process accounts payable information to comply with various payment procedures and timetables; verify and reconcile documentation for payment requests; ensure proper accounts, project numbers and purchase orders are recorded on payment requests; verify proper authorization given for payment requests; input data, provide for payments to vendors through electronic means and cutting checks; balance various reports; review and verify that vendor statements are paid and invoices have been posted to correct accounts; prepare vendor checks for routing and distribution; file payment requests, checks and documentation appropriately.
2. Coordinate and maintain the accounts receivable process; receive requests to bill from City departments and ensures proper documentation and account coding; distribute accounts receivable invoices and monitors and reconciles payments; prepare aging reports for management review.
3. Communicate accounts payable and accounts receivable procedures and timelines to City departments. Prepares payment schedules.
4. Research, analyze, resolve, and assist others with accounting transactions and adjustments such as credit memoranda, undocumented purchases and invoices, goods and services not received, returned or refund checks; prepare supporting documentation for accounting transactions for such items as fixed assets, misclassified accounts payable or receivable transactions.
5. Monitor transaction status such as payment histories, partial payments, past due charges, merchandise back orders, POs as payables, POs as rollovers for the new fiscal year, and end-of-year payables cutoff.
6. Provide back-up support to payroll function; generate a portion or entire City payroll by assisting the Payroll Specialist or in the absence of the Payroll Specialist; input activity and time cards, adjusts taxes, benefits and deductions as necessary, and arrange for employee and vendor payments through electronic means and cutting checks; perform payroll reconciling activities to assist or in the absence of the Payroll Specialist.

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7. Administer the City's business license program by ensuring all who do business within City limits have a valid business license; calculate business license fees owed and correspondences with businesses to ensure timely payments.
8. Maintain relevant modules and fields in accounting software to ensure effective execution of duties.
9. Attend relevant training, conferences and workshops and review relevant publications to remain current on principles, practices and new developments in assigned work area.
10. Provide customer service to utility billing and court customers, including accepting payments, as required at the front counter or over the phone.
11. Accept passport applications at the front counter.
12. Perform other directly related duties consistent with the role and function of the classification.

**QUALIFICATIONS**

**Knowledge of:**

Principles, practices, and terminology of financial and statistical record keeping and accounting data entry practices.

Governmental and fund accounting procedures for accounts payable, accounts receivable, and disbursements.

Computer-aided accounting systems to setup accounts, enter accounting transactions, and extract detail and summary information.

Financial statements and accounting performance (variance) reports.

Office clerical procedures and computer-aided office productivity software.

Basic principles of business letter writing.

Mathematical skills necessary to compute totals, extensions, portions, ratios, quotients, and percentages.

Modern office procedures, methods and equipment, including computers and supporting word processing and spreadsheet applications.

English usage, spelling, grammar and punctuation.

Methods and techniques of proper phone etiquette.

Principles and practices of customer service.

Methods and techniques of compiling and formatting data and information.

Principles and procedures of filing and record keeping.

**Ability to:**

Perform the functions of the position.

Learn and apply accounting rules and procedures, tax requirements and schedules, and procedures for electronic transfer of accounting information.

Learn various vendor accounting requirements and cycles.

Research, compile, analyze, and interpret accounting data.

Maintain accurate and retrievable files, records, audit trails and trace transactions to original entries.

Perform accounting and general math computations quickly and accurately.

Organize and prioritize work to meet deadlines and timetables.

Work as contributing member of a team, work productively, patiently, and cooperatively with

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other teams, vendors, and external customers, and convey a positive image of the City and its services. A  
Access and use a computer, common office productivity software, and specialized accounting  
software to access databases.

Prepare business correspondence, accounting instructions, and account footnotes.

Convey policies and procedures and to deal cooperatively with others on accounting  
transactions.

Process registrations, permit applications and other requests specific to department operations.

Effectively respond to requests and inquiries from the general public.

Interpret and explain City or department policies and practices.

Type and/or enter data on a computer at a speed necessary for successful job performance.

Operate office equipment including computers and supporting word processing and spreadsheet applications.

Communicate clearly and concisely, both orally and in writing.

Understand and carry out oral and written instructions.

Establish and maintain effective relationships with those contacted in the course of work.

**Education and Experience 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:*

**Education:**

Equivalent to the completion of the twelfth grade supplemented by college-level coursework in  
bookkeeping, mathematics or business practice. Additional experience may substitute for higher  
education.

**Experience:**

Three years of increasingly responsible related experience, such as maintaining financial,  
accounting, or billing processes and processing related financial documents..

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

*The physical demands herein are representative of those that must be met by an employee to successfully perform the  
essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform  
these essential job functions.*

**Environment:** Normal office setting; exposure to computer screens.

**Mobility:** Incumbents require sufficient mobility to work in an office setting, and operate office equipment.

**Vision:** Vision sufficient to read small print, computer screens and other printed documents.