

ACCOUNTING TECHNICIAN

Department: **Finance**
Location: **City Hall**
Reports to: **City Treasurer**

Workers Comp Code: 8810
FLSA Status: **Non-Exempt**
Date: 03/2017

GENERAL PURPOSE

Serves as both initial point-of-contact for the City by receiving and routing visitors and telephone calls and the financial administrative support for routine clerical, administrative, accounting, payroll, and customer service work in accounts payable, accounts receivable, and purchasing.

SUPERVISION RECEIVED

Works under the general supervision of the Deputy City Treasurer.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Serves as central telephone operator and receptionist for Finance Department and City Hall. Receives the public and answers questions; responds to inquiries from employees, customers and others and refers, when necessary, to appropriate persons.

Screens individuals and calls by securing information so that inquirers may be given correct information or directed to appropriate sources. Takes messages for departments and staff as required. Receives and signs for deliveries.

Receives invoices and routes appropriately. Verifies accuracy of invoice coding and verifies budget prior to processing for payment.

Reviews and issues purchase orders in compliance with adopted budget, policy and statutes.

Performs and reconciles monthly vendor statement.

Prepares and maintains vendor files.

Reviews and prepares annual 1099 forms and report.

Processes and maintains certificates of insurance (COIs).

Assists in payroll process. Serves as backup payroll processor (i.e., data entry).

Scans invoices, check requests, receiving documents, and other financial documents into financial information system.

Provides assistance in the maintenance of the fixed asset management system, as assigned.

Performs research and records retrieval; assists in compilation and preparation of department records; compares data and information as directed.

Composes, copies, inputs, edits and maintains a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

Operates a variety of modern office equipment inclusive of multi-line telephone system, facsimile machines, scanners, typewriters, personal computer, 10-key adding machine or calculator, copy machine, and other office equipment as required.

Performs all reasonable duties as assigned.

PERIPHERAL DUTIES

Composes, inputs, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

Provides backup to related positions.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a high school with specialized course work in general office practices such as typing, accounting, data processing; Associate's degree in accounting, business administration, finance or closely related field from an accredited college preferred; and
- (B) Two (2) years of increasingly responsible related experience with emphasis in accounts payable/finance/payroll or
- (C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of computers, multi-line telephone systems and electronic data processing; working knowledge of modern office practices and procedures, working knowledge of governmental accounting principles and practices.

- (B) Skill in operating listed tools and equipment; skill in researching and organizing data; skill in using spreadsheet, word processing, database, and calendaring software; skill in customer service techniques.
- (C) Ability to perform arithmetic computations accurately and quickly; ability to meet and deal with the public; ability to establish and maintain effective working relationships with customers, co-workers, vendors and other City departments; ability to establish successful working relationships; ability to communicate effectively verbally and in writing; ability to follow instructions; ability to work under pressure and/or interruptions; ability to evaluate, and/or assess data and/or information using established criteria.

SPECIAL REQUIREMENTS

None

TOOLS AND EQUIPMENT USED

Multi-line telephone; personal computer, including word processing and spreadsheet software, central financial computer, printer; 10-key calculator, postage machine, copy machine, fax machine.

PHYSICAL DEMANDS

The physical demands described here 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 the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk and hear. The employee is occasionally required to walk; use hands to finger, handle or operate objects, tools or controls, and reach with hands and arms.

The employee must occasionally lift and/or move up to 30 pounds. Specific hearing abilities required by this job include hearing of various levels of frequencies and the ability to distinguish in verbal communication. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderately noisy.