



Job Description

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| Title: Accounting Technician | FLSA Status: Non-Exempt | Created: |
| Supervisor: Assigned Staff | Supervises: N/A | Revised:8/31/22 |
| Job Family: Finance | Bargaining Unit: Clerical | Approved:9/6/22 |

JOB SUMMARY:

Under the direction of assigned staff, perform various complex and technical duties related to preparing, maintaining and processing accounting records and financial transactions; serve as a lead and provide training and work direction to assigned personnel; prepare, maintain and ensure accuracy of various financial records and reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform various complex and technical duties related to preparing, maintaining and processing accounting records and financial transactions; review and verify accounting reports, invoices, payroll, accounts payable and accounts receivable for accuracy and completeness.
- Input a variety of financial and statistical data into an assigned computer system; prepare and maintain various reports, records and files; initiate queries, manipulate data, develop spreadsheets and generate a variety of computerized reports and statements; ensure accuracy of input and output data.
- Receive and screen phone calls; answer questions and provide information to the public; direct calls to appropriate City staff as needed.
- Explain and interpret City policies and procedures to the public; respond to and address more difficult requests as appropriate.
- Review the work of assigned personnel to ensure daily assignments are accurate and completed according to established procedures; distribute and provide work direction to assigned unit personnel and coordinate unit work production.
- Ensure adequate staff coverage for requested leave time as assigned.
- Train and cross-train employees in various functions of program processes as assigned; lead and provide work direction to assigned personnel.
- Authorize adjustments to payments and charges according to established procedures.
- Communicate with personnel and outside agencies to exchange information and resolve issues or concerns.
- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.
- Perform various clerical duties in support of assigned functions as required.

OTHER DUTIES:

- Perform related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands 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.

Knowledge of:

- Principles, practices and terminology used in financial and statistical clerical record keeping including posting, computing totals, reconciling accounts and reviewing balance sheets.
- Methods, procedures and terminology used in technical accounting work.
- Financial and statistical record-keeping techniques.

- Preparation of financial statements and comprehensive accounting reports.
- General accounting and business functions of a governmental organization.
- Policies and objectives of assigned programs and activities including City policies and procedures.
- Preparation, review and control of assigned accounts.
- Data control procedures and data entry operations.
- Modern office practices, procedures and equipment.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills including tact, patience and courtesy.
- Arithmetic computations.
- Methods of providing training and work direction to others.

Ability to:

- Perform a variety of technical accounting duties and maintain accurate financial and statistical records.
- Prepare and evaluate comprehensive accounting reports and statements.
- Verify, balance and adjust accounts.
- Review, process, evaluate and verify a variety of financial information.
- Identify, investigate and resolve financial errors and discrepancies.
- Assemble, organize and prepare data for records and reports.
- Compare numbers and detect errors efficiently.
- Operate standard office equipment including a computer and assigned software.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Provide work direction and instructions to assigned personnel.
- Meet schedules and timelines.
- Perform arithmetic calculations quickly and accurately.

Education and Experience:

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 is:

- Graduation from high school or equivalent GED.
- Four years of clerical accounting experience.
- Some college-level course work in accounting, bookkeeping or a related field is desirable but not required.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment.

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting for extended periods of time.
- Bending at the waist, kneeling or crouching.
- Lifting, carrying, pushing or pulling light objects as assigned by the position.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.