

**ACCOUNTING TECHNICIAN****Definition:**

Under general supervisor, performs a variety of routine to complex technical and administrative financial record keeping and reporting duties in the preparation, maintenance, and processing of accounting records and transactions, including accounts payable, accounts receivable, utility and general billing; maintains accounting records, performs reconciliations, analyzes financial data, assist in providing information for the preparation of financial statements and reports and performs related work as required.

**Essential Duties and Responsibilities:**

The following responsibilities and essential duties are performed on a frequent and recurring basis by an incumbent. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Performs a variety of routine to complex administrative and technical accounting support duties related to accounts receivable, accounts payable, utility and general billing, and/or department-specific technical accounting duties, including posting, balancing, adjusting, and maintaining manual and computerized account and financial records according to established policies and procedures.

Maintains a variety of ledgers, registers, and journals; reconciles transactions and data as directed; records changes and resolves differences; maintains the accuracy of accounting and financial records.

Assembles, tabulates, checks, audits, posts, inputs financial data, reconciles and verifies accounts, and prepares adjustments.

Assists in the preparation of monthly, quarterly, and year-end financial reports and gathers information to assist management in the preparation of reports and recommendations.

Receives payments, balances cash receipts, and supports general ledger reconciliations; allocates revenue to proper cost accounts; posts revenue; prepares bank deposits and related reports.

Monitors delinquent accounts, processes late notices, assists customers with payment arrangements and records late fees.

Performs the full range of accounts payable duties including assuming responsibility for the timely processing and payment of invoices; researches invoices, distributes invoices against purchase orders, and confirms authorization for payment.

Acts as a liaison between the City and vendors; obtains information from vendors regarding invoices and statements; provides information to vendors regarding payments; resolves vendor problems and/or researches issues.

Maintain and update IRS W-9 information of vendors and participates in IRS 1099 year-end tax reporting and processing.

Provides input into accounts receivable and accounts payable processing efficiencies.

Delivers quality customer service in answering questions, resolving, and researching invoicing issues, receiving payments in person or over the phone with customers, and providing customers billing and invoice information.

Receives and posts accounts receivable transactions, and audits accounts for accuracy and discrepancies.

Assists in the establishment of forms and procedures related to financial record processing methods and utilizes various computer applications and software packages.

Creates spreadsheets, enters data, and generates reports in spreadsheet and other software.

Researches historical information, maintains electronic data, organizes files and records.

Cross-trains employees and provides guidance and lead direction to Account Clerks.

**Other Duties and Responsibilities:**

Performs other projects/tasks as assigned.

Lifts and carries boxes of accounting records and files weighing 30 pounds or less.

**Class Characteristics:**

The Accounting Technician provides reporting and general ledger support, frequently is the central point of contact for the public for processing payments and invoices, answers questions, and supports City Departments. Incumbents provide technical and function direction, guidance, and training to other technical and clerical accounting staff.

Bargaining Group: FMEF

**Qualification Guidelines:**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a reasonable period of time in order to successfully perform the assigned duties:

**Knowledge of:**

Terminology and practices of financial and account document processing and record-keeping, including accounts receivable, accounts payable, utility billing, and business licensing.

Basic accounting principles and practices.

Understanding of the operations of accounting payment processing and balancing ledgers.

Business arithmetic and basic financial and statistical techniques.

Record-keeping principles and procedures.

Modern office practices, methods, and computer equipment and computer applications related to work, including word processing and spreadsheet software.

English usage, spelling, grammar and punctuation.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

**AND**

**Ability to:**

Perform detailed account and financial office support work accurately and in a timely manner.

Respond to and effectively prioritize multiple phone calls and other requests for service.

Interpret, apply, and explain applicable City policies and procedures, and systems of governing financial administration.

Prepare clear and concise financial reports.

Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.

Understand and carry out oral and written instructions.

Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Make accurate mathematical calculations and financial, and statistical computations.

Operate modern office equipment including computer equipment and specialized software applications programs.

Support software application and system upgrades / implementations.

Analyze and assemble data and prepare reports.

Establish and maintain a variety of filing, record-keeping, and tracking systems.

Organize own work, set priorities, and meet critical time deadlines.

Use English effectively to communicate in person, over the telephone, and in writing.

Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

Handle job stress and maintain composure when interacting with others.

**Education and Experience**

Any combination of training and experience, which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

High School diploma or equivalent certificate. Undergraduate degree in accounting or a related field is highly desirable.

Three (3) years of technical/para-professional accounting, financial/accounting record-keeping, accounts payable, accounts receivable, and/or cashiering experience, preferably in municipal government; or two (2) years of experience as an Account Clerk II at the City.

**Special Requirements:**

Must be able to work a flexible and extended schedule to accommodate City needs.

Operate adding and calculating equipment with speed and accuracy.

**Physical tasks and working conditions:**

Work is performed in an office environment and requires sitting for prolonged periods of time using a computer keyboard and screen. An incumbent stands, walks, twists, reaches, bends, crouches and kneels and may grasp, push, pull, drag and lift boxes of accounting records and files weighing 30 pounds or less. An incumbent may drive a vehicle on City business and must be able to meet the physical requirements of the class and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

**Fair Labor Standards Act Designation: Non-exempt**

Established September 2023