



ACCOUNTING TECHNICIAN JOB DESCRIPTION

STATEMENT OF DUTES:

Performs a variety of responsible accounting functions related to the activities and operations of the City's Finance Department.

SUPERVISION RECEIVED:

Works under the general supervision of the Finance Director, who reviews work for conformance with policies and procedures.

EXAMPLE OF DUTIES:

- Lead public service contact including – (counter/cash register/phone)
- Backup to Revenue and Accounting Specialists
- Set up new customer accounts, make changes to existing accounts, terminate customer accounts
- Water turn-off on the 20th of each month
- Respond to customer complaints about usage (high/low) and resolve them
- Primary purchasing agent for all departments
- Assist public regarding water/sewer issues
- Assist with Code Enforcement inquiries
- Perform public information/marketing duties
- Performs other duties as assigned

EDUCATION AND EXPERIENCE:

AA in Accounting or related field is preferred. High school diploma or General Educational Development (GED) Certificate required, preferably including or supplemented by courses in bookkeeping or accounting. Minimum of three years of increasingly responsible experience in maintaining financial and statistical records, using computerized technology systems. Proficient in Microsoft Office programs, including, Excel, Word, and Outlook.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of the principles, practices, and methods of accounting with emphasis on municipal accounting. Knowledge of office procedures, practices, and equipment. Ability to operate a variety of office and communication equipment, including a personal computer, using accounting software, word processing, and a 10-key calculator by touch. Ability to maintain various financial records and make mathematical calculations with speed and accuracy. Ability to work independently, and interpret and implement various laws. Ability to understand and follow verbal and written directions. Ability to use initiative and sound independent judgment within established guidelines and prioritize work while conducting multiple tasks for various departments. Employee must have the ability to get along with co-workers and interact with the public. Employee must have the ability to drive a vehicle.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Bending, stooping, kneeling, reaching, lifting and carrying approximately 25 pounds at waist level. Frequent sitting, some standing, and walking required. High use of computer terminal and keyboard. High to moderate requirement for visual and cognitive functions. Must tolerate moderate noise levels and interruptions in an open office environment. Works mostly indoors in controlled conditions, with some fieldwork required.

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.

SELECTION GUIDELINES:

City application required; rating of education, certifications, and experience; oral interview, job-related tests; successful completion of pre-employment physical and LiveScan background check.

The duties listed above are not intended to be all-inclusive. An employee may also perform other reasonable related business duties as assigned by his/her immediate supervisor. This position is considered non-exempt.

This position description is subject to change by the City as the needs of the City and requirements of the position change, in accordance with applicable personnel rules and procedures.