

ACCOUNTING TECHNICIAN I

DEFINITION

This classification is responsible for performing a variety of entry level clerical and technical accounting duties in support of all aspects of the Finance department.

DISTINGUISHING CHARACTERISTICS

This is the entry level class within the Accounting Technician series. This class performs more of the routine tasks and duties within the Accounting Technician series

SUPERVISION

Performs duties under the immediate supervision of the Senior Accountant and/or the Financial Services Manager.

ESSENTIAL AND IMPORTANT DUTIES

Under immediate supervision, works closely with staff in all City departments; processes the City's financial transactions in a timely manner in compliance with laws, regulations, and City policy; performs a variety of clerical and technical accounting duties in support of accounts payable, accounts receivable, business registration, cashing, and payroll; provides customer services in person and by telephone; procures appropriate signatures for unpaid invoices; verifies the accuracy of invoices and payment authorizations from City departments, and prepares payment authorizations for Finance; files and maintains payroll registers, check registers, and other financial records; responds to inquiries on accounts payable, accounts receivable, business registrations and renewal and delinquent notices; uses computer applications, including spreadsheets and word processing to prepares reports, memos, and supporting documentation; works closely with vendors, payors, employees, and other agencies; performs research, organizes files, and as needed, performs other related duties as assigned.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of: accounting methods and procedures; and office methods and practices, including familiarity with office equipment.

Ability to: post financial data and make arithmetical computations rapidly and accurately; operate office machines and use computers; provide excellent customer service; understand basic accounting practices; follow oral and written instructions; and process payments and other cash transactions.

Skills to: Operate an office computer and a variety of word processing, spreadsheet, and software applications, including billing and financial systems. Enter and retrieve data into a standard computer with speed and accuracy sufficient to perform assigned work.

EDUCATION AND TRAINING

Graduation from high school or its equivalent and completion of two (2) classes in bookkeeping or accounting and one (1) year of work experience in the area of Finance/Accounting (accounts receivable, accounts payable, payroll, cash handling, or general accounting). Experience with spreadsheet and word processing applications. Experience with online financial systems is desirable.

SPECIAL REQUIREMENTS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data, and using a computer, and hearing and speech to communicate in person and over the telephone. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

WORK ENVIRONMENT

Incumbent generally works in an office setting. The noise level in the work environment is usually quiet, but can be moderately noisy. The work environment requires working in a public setting and interacting with members of the public.