

Job Description



Accounting Technician I

Department:	Finance	Salary Grade: 9 \$11.20-\$18.00
Reports To:	Finance Director	FLSA: Standard/Non-Exempt

Purpose:

This position is primarily responsible for performing all aspect of Accounts Payable and Purchasing functions. In addition, this position provides backup support to utility customer service and payroll operations.

Essential Job Functions and Responsibilities:

1. Prepares vendor invoices for payment
2. Reviews accounts payable vouchers and purchase orders for proper coding and authorization
3. Enters invoices for payment in INCODE accounting system
4. Coordinates with City departments for vendor invoice receipt and payment
5. Reconciles vendor invoices with monthly statements
6. Reconciles monthly credit card statement with purchases
7. Reviews employee travel vouchers
8. Maintains various Excel spreadsheets
9. Prepares various reports assigned by Finance Director
10. Maintains and files accounting and customer service records
11. Assists with utility customer service operations as needed
12. Assists with cash collections operations as needed
13. Assists with payroll operations as needed
14. Prepares journal entries
15. Answers telephones
16. Performs other duties as assigned

Knowledge, Skills and Abilities:

- Proficient skills in Microsoft Office Suite including Excel, Word, and PowerPoint
- Ability to demonstrate good customer relations practices
- Basic knowledge of accounting functions and procedures in one or more of the following areas: accounts payable, payroll, purchasing, budget, utility billing, accounts receivable, etc.
- Basic knowledge of office procedures, equipment and financial system software
- Ability to process, track and control cash payments
- Ability to compose and prepare correspondence, reports, etc. utilizing proper business English
- Ability to communicate clearly and concisely, both orally and in writing, using proper business English
- Ability to understand and follow verbal and written instructions
- Ability to establish work priorities and complete job tasks within specified time frame
- Ability to follow all City safety rules and operating procedures at all times
- Ability to maintain respectful and courteous relationships with co-workers, staff and customers
- Ability to maintain regular and punctual attendance

Minimum Qualifications:

- High School diploma or GED equivalent.
- Up to one (1) year accounting clerk experience such as: accounts payable, purchasing, payroll, general cashier

Work Environment/Physical Requirements:

The incumbent works in a typical office environment with little or no exposure to unpleasant environmental conditions or hazards. Requires lifting up to 25 pounds and includes repetitive actions while sitting or standing. May require sitting and working at a computer for extended periods of time.

Preferences:

- Prior experience using INCODE software
- Associate Degree in Accounting or Finance

The above statements describe the general nature and level of work being performed as of the date of preparation and approval. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the position. Employees holding this position will be required to perform any other job-related duties as requested by management. The job description does not constitute an employment agreement between the employer and employee, and all requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

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Reports To: Finance Director

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- Two (2) years' experience in governmental accounting, finance, or budgeting
- Bilingual in English and Spanish

This job description is not an employment agreement, contract agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

I have read and understand this job description. By signing below I further understand and agree that this job description applies to my current position and that I am responsible for meeting the requirements outlined in this job description.

Printed Name

Signature

Date

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