

ACCOUNTING TECHNICIAN POSITION DESCRIPTION

General Statement Of Duties:

The employee performs responsible work of a clerical nature in the area of municipal and utility accounting, bookkeeping and finance and does related work as required.

Distinguishing Features Of The Position:

The employee performs a variety of accounting, bookkeeping, and clerical tasks and assists in the maintenance of related fiscal records. The work is performed under the guidelines set by state statute, the Public Service Commission, city ordinances, and the City Administrator/Finance Director and is executed accordingly. The accounting technician is approved by the City Administrator/ Finance Director. The accounting technician is under the supervision of the City Administrator/ Finance Director, but some particular job duties are directed by the City Clerk/Treasurer. The accounting technician is considered a member of the Finance Department

Examples of work (illustrative only):

Accounting:

- Creates invoices for all accounts receivable of the City.
- Processes receipts of payments on such invoices.
- Processes all accounts receivable ACH.
- Records all receipts to the appropriate ledger accounts, updates payments to the applicable module, and updates the general ledger in a timely fashion.
- Tracks aging of accounts receivable and send demands for payment in accordance with city policy.
- Tracks inventory when the Municipal Services Department is unable to track such inventory.
- Processes project estimates, tracks construction deposits, and performs other related aspects of project accounting.
- Shall run reports and provide pertinent information for the purpose of audits and PSC reports.

Utility Billing & Collections:

- In the absence of the Customer Service Specialist generates monthly utility bills to customers using data entered by other employees, prepares the bills for mailing, adds new utility customers to the utility billing system, performs customer service functions and processes utility billing and collections.
- Tracks past due accounts.
- Creates a report for the City Clerk/Treasurer of accounts to transfer to the tax roll.
- Assists the Municipal Services Committee on billing matters, policy and requirement updates.

Permits & Licenses:

- Assists with processing applications for all permits and licenses issued by the city, except liquor and operator licenses, in accordance with applicable state statute or city ordinance, under the direction of the City Clerk/Treasurer.
- Assists with processing requests for reservations of park shelters and other park facilities.
- Acts as a cashier, including daily cash counts, preparation of daily deposit slips, and other related cash receipting procedures.

Miscellaneous:

- Coordinates and communicates with Municipal Service work crews in emergency events.
- Assists the general public in problems pertaining to city matters and handles general complaints, either in person or on the telephone.
- Takes daily bank deposits to the bank or outgoing mail to the post office in the absence of the Customer Service Clerk.
- Assists the Finance Department with elections.

Job standards (acceptable experience, training and education):

- Graduation from high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting, and bookkeeping.
- A minimum of three (3) years of increasingly responsible related experience, or equivalent combination of related education, training and experience that provides the required knowledge, skills and ability.
- General knowledge of double-entry accounting, bookkeeping theory, principles, practices, bookkeeping and accounting procedures and systems, including computer applications.
- Working knowledge of computers and electronic data processing, working knowledge of modern office practices and procedures, working knowledge of governmental accounting principles and practices.
- Ability to maintain effective accounting/bookkeeping procedure, ability to carry out assigned projects to their completion, ability to communicate effectively verbally and in writing, and ability to establish and maintain effective working relationships with employees and the public.
- Ability to make decisions in accordance with laws, regulations, ordinances and established procedures.
- Any equivalent combination of the above experience, education, and training which provides the knowledge, skills and abilities required for this position and satisfy the job standards at the discretion of the city finance director and city administrator.
- Ability to meet the bonding requirements of the city, if any.

Tools and equipment used:

Personal computer, word processing and spreadsheet software, accounting software, telephone, 10-12 key calculator, electric typewriter, copy machine, fax machine, optical scanner, postage meter, two-way radio, and all other equipment required to perform the duties and responsibilities of this position.

Physical demands:

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 duties and responsibilities of this position.

While performing the duties of this job, the employee is frequently required to sit or stand, talk or listen for extended periods of time. The employee is occasionally required to use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 40 lbs. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work environment:

The work environment characteristics 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.

The noise level in the work environment is moderately noisy.

Hours of work: 7:30 AM to 4:30 PM, with an unpaid one-hour lunch break; additional hours may be required.

Selection guidelines:

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description for the Accounting Technician does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

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