



ACCOUNTING TECHNICIAN

Job Description

The job description does not constitute an employment agreement between the City and employee and is subject to change. The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Class Title:	Accounting Technician	Effective Date:	December 1, 2019
Working Title:	Accounting Technician	Type:	Non-Represented
Department:	Finance	Supervisor:	Finance Director
FLSA Status:	Non-Exempt	Supervises:	None

CLASSIFICATION SUMMARY

Under the supervision of the Finance Director, this financial support position is responsible for maintenance, verification and cost-center allocation of the City's accounts receivable and payable processes; collections; payroll; cash receipts; and other relative tasks in support of the Finance Department. Work is reviewed by the Finance Director on the basis of results attained, timeliness and through internal controls. This position is responsible for supporting the financial functions of the City, which requires interpretation of rules and regulations, proof of work generated, verification of accounts and transactions to insure a proper audit trail, and adherence to internal control procedures.

SUPERVISION

Not a supervisory position.

ESSENTIAL FUNCTIONS – DUTIES & RESPONSIBILITIES

An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks which an employee may be expected to perform. Duties and responsibilities are subject to change by the employer as the needs of the employer and requirements of the job change.

It is the responsibility of every employee to represent the City of Keizer by responding to the public, citizens, its employees, and others promptly, professionally and with courtesy. This includes regarding everyone, internal and external, as a customer and delivering the best service possible in a respectful and patient manner. Additional responsibilities include assisting other staff in the performance of their duties as assigned, maintaining regular job attendance and adherence to assigned working hours, and operating a motor vehicle safely and legally while on City business.

25% Accounts Payable

Coordinates the invoice approval and account coding process.

Processes invoices and vendor payments timely and accurately ensuring compliance with payment guidelines and internal control processes.

Maintains vendor master and accounts payables files.

Prepares 1099 forms.

Responds to vendor and employee inquiries regarding vendor account and payment status and researches as necessary.

Processes wire transfers.

25% Payroll

Creates and distributes employee timesheets.

Processes payroll timely and accurately (data entry through check generation).

Creates and distributes payroll related reports.

Maintains employee payroll master files.

Prepares and submits quarterly payroll tax reports.

Ensures payroll compliance with City, State and Federal regulations.

Responds to employee inquiries regarding payroll, taxes and related benefits.

Corresponds with benefit service providers to ensure their records correspond to the City's payroll and benefit records.

Prepares payroll related journal entries.

Prepares W-2 forms.

20% General Administration

Conducts financial research by collecting information from the general ledger, running a variety of reports and creating reports as requested by the Finance Director.

Prepares a variety of reports including payroll information for the department directors, supervisors and other government agencies; creates computerized spreadsheets as needed.

Provides support for the annual financial audit and budget process.

Responds to various inquiries regarding financial matters of the City.

Assists with month end financial close, reconciliation, and reporting process.

Assists the Municipal Court office in maintaining municipal court records and files; enters new citation information and ensure system records are accurately recorded; and ensures municipal court files and records are maintained in accordance with legal requirements and City policies.

Provides customer service: responds to incoming telephone and personal inquiries regarding Municipal Court procedures and policies; receive and receipt monies received for Court transactions.

Provides back-up for weekly court sessions in the absence of Court Clerk staff.

Assists the Finance Director with special projects.

15% Accounts Receivable

Processes all non-utility related invoices and reimbursement requests.

Updates outstanding lien information as payments are received.

Follows up on long-outstanding invoices.

Maintains customer master files, including local improvement district information.

15% Cash Receipts

Verifies daily cash receipts for accuracy and correct account coding.

Prepares and deposits funds to the bank as needed.

Maintains cash receipts, daily position and trend reports.

PHYSICAL DEMANDS – SAFETY – WORKING CONDITIONS

The physical demands (including lifting, mobility, movement and manual dexterity), work environment and working conditions described below 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.

Physical Demands

In the performance of job duties, the employee is frequently required to sit; talk or hear; walk; use hands to finger, handle, or feel objects, tools, or controls; bend; and reach with hands and arms. The employee must lift and/or move up to 10 pounds and infrequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception; and the ability to adjust focus. Manual dexterity and coordination are required to perform the work. These abilities are necessary to use a personal computer and various software programs, 10-key calculator, phone, copy and fax machines, and other related tools and equipment.

Safety

Employees must maintain a safe work environment by complying with City and Department safety policies and rules and by practicing safety while performing the essential functions of the position.

Work Environment / Working Conditions

In the performance of the job duties, the employee will perform the majority of this job in an office environment under usual office working conditions. Work is also performed in numerous meeting settings in offices, conference rooms and public spaces. The noise level in the work area is typical of most office environments, with telephones, personal interruptions and background noises. Duties include contact with customers in conflict situations.

MINIMUM QUALIFICATIONS

Education & Experience

Associates degree from an accredited college or university in Accounting or a related field and three years progressively responsible experience in accounting or bookkeeping, preferably governmental fund accounting, or any equivalent combination of education and experience which provides the knowledge, skills and abilities to perform the essential functions and responsibilities of the position.

Licenses, Certifications & Other Requirements

Pass a comprehensive background investigation.

ADDITIONAL QUALIFICATIONS

Knowledge

- Bookkeeping principles to the posting, reconciliation, and balancing of accounts.
- Accounting practices sufficient to understand the routine recording and tracking of accounting transactions and the effect of those transactions.
- Internal controls procedures sufficient to understand the effect of adequate safeguards.
- Payroll procedures, including quarterly and yearly reports.
- Windows and spreadsheet applications.

Skill & Ability

- Establish and maintain good working relationships with other employees, supervisor, management, and the public.
- Resolve problems and/or complaints, diplomatically and courteously.
- Greet the public, at times under adverse conditions.
- Perform numerical computations.
- Establish priorities and organize own workload.
- Apply established principles to various bookkeeping problems.
- Operation of modern office equipment, including computer, fax, and calculator.
- Operate a computer, create necessary worksheets, enter data accurately and proof own work.

Licenses, Certifications, & Other Requirements

- None.