



Job Title	Accounting Technician II
Department	Finance
Employment Status	Full-Time Grade 5A \$22.51 - \$24.85 DOE
Exempt/Nonexempt Status	Nonexempt

Scope of Work

This position is responsible for moderately difficult accounting clerical work involving standard accounts, processes, procedures, and guidelines. This class is distinguished from the Accounting Technician I class in the greater degree of independence and self-motivation exercised in the performance of work, and in the difficulty and complexity of accounting clerical tasks.

Supervision

Reports To	Deputy Finance Director
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Supervises	None
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Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Performs all duties of Accounting Technician AP and Payroll in their absence in addition to:
- Exercises independence in the technical and specialized examination, verification, maintenance, reconciliation, and reporting of accounts and accounting data, and in making changes and corrections to accounts as necessary with proper approvals.
- Performs all bank reconciliations.
- Creates journal entries for City Shop work orders, Harbor standard entries and maintains accounts receivables for Electric Department work orders.
- Reviews AP check run for accuracy before payments are issued.
- Maintains all City contracts.
- Processes Bed Tax
- Maintains City vehicle registrations.
- Provides AP with reports to reconcile unclaimed property.
- Final review of credit card logs for accuracy before input into Accufund
- Utilizes banking services software to transmit electronic payments.
- Serves as backup to the Utility position including processing payments, balancing till, answering customer inquiries, communicating with electric linemen regarding job orders.
- Assist in sorting, stuffing, and mailing utility bills as needed.
- Assists in training entry level accounting clerical personnel as required.

- Prepares notices, letters, memoranda, and similar correspondence in conjunction with accounting clerical work, and provides clerical support for the Deputy Finance Director and the Finance Director.
- Maintains well-organized data files, systems, and records.
- Performs technical budget and audit tasks, identifying exceptions, researching, and reconciling same, prepares schedules and spreadsheets, designs and modifies appropriate budget reports.
- Assists in maintaining and updating the City's fixed asset records. Prepares and reviews certain contracts and grants reports and maintains organized files for same, reconciles general ledger accounts and subsidiary ledgers, posts payment activity as needed, and resolves discrepancies.
- Responds to questions and requests for information.
- Participates in annual audit.
- Follows safe work practices

Other Job Functions

- Performs related duties as assigned.
- Notary services to the city.

Requirements of Work

Vocational certificate, associate degree or related course work in accounting or business, or two to three years related experience and/or training, or any equivalent combination of education and experience which provides the following knowledge, ability, and skills:

Knowledge of	<ul style="list-style-type: none"> • Department policies and procedures. • Standard accounting transactions and accounting systems, accounting codes, classifications, and terminology.
Skill in	<ul style="list-style-type: none"> • Oral and written communications. • Effectively presenting information and responding to questions. • Troubleshooting and problem solving
Ability to	<ul style="list-style-type: none"> • Perform arithmetic calculations quickly and accurately. • Learn and apply existing accounting systems, policies, procedures, methods and techniques, reconcile accounting data and transactions, keep accurate and timely records, compile information and prepare reports. • Work with computers and technology, including various software which includes spreadsheets, word processing, graphics, accounting and other types as needed. • Speak and write effectively. • Multi-task and prioritize work. • Establish and maintain effective working relationships with supervisors, coworkers, customers, vendors and the public.

Necessary Special Requirements

- Valid driver's license
- Must complete NIMS 100, 200,700 and 800 within first 6 months of employment.

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 essential functions.

- Work is performed mostly in an office setting, hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear, use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to climb, balance, stoop, kneel, bend, crouch or crawl, and smell.
- The employee is occasionally exposed to low level noise and dust, and rarely exposed to odors and dim lighting.
- The employee must frequently lift and/or move up to 10 pounds and sometimes lift and/or move up to 25 pounds.