



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

Scope of Work	
<p>This position is responsible for processing and maintaining accounts payable and purchasing. This position requires an understanding of accounting debits and credits, the ability to reconcile a subsidiary accounting module to the general ledger, frequent contact with city employees, department heads and vendors, and responsibility for filing quarterly and annual reports with federal and state agencies.</p>	
Supervision	
Reports To	Deputy Finance Director
Supervises	None

Essential Job Functions	
<p><i>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.</i></p>	
<ul style="list-style-type: none"> • Maintains purchase order system, including reviewing account codes on requisitions, ensuring proper authorization, inputting data into the computer system, printing and distributing purchase orders, reconciling encumbrance data. • Process accounts payable, including reviewing invoices, maintaining vendor files, ensuring appropriate account coding, ensuring proper authorization, verifying accuracy of supporting documentation, inputting data into the computer system, printing and distributing accounts payable checks, maintaining vendor files, reconciling all payables-related general ledger accounts, processing year-end 1099 forms, processing purchase orders, etc. • Assist personnel from other departments in the proper procedures for completing requisitions, purchase orders, travel reports, etc. • Assist with unclaimed property procedures. • Processes daily deposits and ACH payments. • Backup to the Payroll Position • 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. • Applies statutory provisions, rules, and regulations in accomplishing work. Assists in reconciling accounts in preparation for the annual audit. • Cross-trains other accounting and clerical personnel as required. • Assists personnel from other departments in the proper procedures for completing requisitions, purchase orders, travel expenditure reports, etc. • Prepare invoices or journal entries as needed. 	

- Maintains Wells Fargo Pcard system including, creating new users, entering data, adding approved expenses, reconcile and create statements for Pcards.
- Provides effective and efficient customer service and promotes and maintains responsive community relations.
- Participates in annual audit.
- In order to maintain a high quality of work within the department and to facilitate cross training, brings forward suggestions for policies and procedures to promote efficiency and accountability.
- Follows safe work practices.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from high school or GED equivalent supplemented by at least one year of experience in accounting, payroll, or accounts payable related functions. Associate degree or equivalent from two-year college or technical school preferred or any equivalent combination of training and experience which provides the following knowledge, skills and ability:

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. • Paying attention to detail. • 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. • Ability to read and interpret documents such as union contracts, City Code, safety rules, operating and maintenance instructions, procedure manuals, etc. • 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, customer, vendors, and the general public.

Necessary Special Requirements

- Valid driver's license
- Must complete ICS 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 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 must frequently lift and/or move up to 10 pounds and sometimes lift and/or move up to 25 pounds.