



# ACCOUNTING TECHNICIAN

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FLSA Status: Non-exempt

Adopted: April 2005

Revised: October 2005, September 2006, December 2009, February 2011, October 2011, November 2012, April 2014, October 2016

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

## GENERAL DEFINITION

The Accounting Technician is an experienced journey-level accounting classification. The incumbents apply specialized knowledge in the performance of advanced level paraprofessional technical accounting work. Under direction, performs tasks related to account payable/receivable and other fiscal maintenance operations such as payroll, general ledger, fixed assets, financial reporting, annual audit, purchasing, business registrations, fringe benefit calculations during the Town's budget preparation, and related work as required. Incumbents are normally expected to solve most work problems independently and to refer to supervisory personnel only those matters which involve policy decisions, technical questions and unusual problems, but do not have independent purchasing authority.

## DISTINGUISHING CHARACTERISTICS

The Accounting Technician receives supervision from the City Manager.

## TYPICAL DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to:

- Performs responsible accounting clerical work involving the processing, maintenance and reconciliation of financial and statistical records in an accounting system
- Posts, computes, compares and files a variety of routine and complex financial, accounting, payroll and statistical information utilizing manual and automated financial records processing systems
- Makes recommendations for the adjustment of journals or transfer of entries to make revenue or expenditure corrections; enters data into automated financial system
- Prepares spreadsheets used by Departments to develop their budgets, enters budget information into the financial system and, based on numbers provided, generates summary schedules
- Reviews and processes timesheets and payroll on a biweekly basis, researching and correcting discrepancies as required; processes personnel transactions making appropriate adjustments/changes in the payroll system; prepares reports and payments for employee benefits; prepares quarterly Federal and State tax reports
- Searches records and provides factual data from information on file
- Researches and solves a variety of problems related to assigned activity

- Provides information and assistance to Town staff and to the public regarding applicable departmental policies, rules and procedures
- Interprets financial policy, providing recommendation, and works with operational staff in solving financial problems of varied complexity
- Processes accounts payable, accounts receivable and revenue
- Reviews invoices for accuracy and appropriate authorization
- Verifies account balances
- Receives payment and prepares business license certificates
- Posts receipts, encumbrances and expenditures to various accounts
- Reconciles accounts and prepares general ledger entries
- Performs general office support and reception duties
- Exhibits and encourages behavior that is consistent with the Town's risk management program and decreases risk of accident or injury to self, employees, residents, visitors and their property
- Performs other duties as assigned

## **QUALIFICATIONS**

### **Knowledge of:**

- Modern Office Technology
- Principles and practices of customer service
- Principles and practices of financial administration, fund accounting and basic budgeting, including generally accepted accounting principles
- Administration of payroll and tax-related issues
- Application of data processing in accounting including data input and reporting
- Methods and techniques of administrative analysis
- Pertinent Federal, State, Town and department guidelines and procedures
- Standard office practices and procedures, including filing and the operation of standard office equipment, including a computer
- Computer applications involving word processing, spreadsheets, data entry, database access and/or standard report generation
- Business letter writing and the standard format for typed materials
- Methods and techniques for basic report preparation and writing
- Recordkeeping principles and practices

### **Ability to:**

- Represent Town in a positive manner
- Establish, maintain and foster cooperative working relations with others from diverse backgrounds, including elected officials, co-workers and the public effectively and with courtesy, in person, via e-mail and over the phone
- Follow written and oral instructions and procedures
- Communicate effectively, both orally and in writing, by using proper English grammar, spelling and punctuation
- Analyze, interpret, and explain financial policies and procedures
- Prepare accurate and timely financial statements and reports
- Conceive, propose, implement and maintain sound fiscal procedures and records
- Compile, correlate and analyze a large volume of written and numerical data
- Conceive and effectively propose solutions to problems

- Acquire knowledge of, interpret and apply policies, procedures, codes, regulations and laws related to assignment, department, other functions of the city and other governmental agencies in a timely manner
- Effectively train and/or educate other employees
- Perform duties on a regular and consistent basis; meet critical deadlines
- Acquire knowledge of applicable policies, codes and other functions of the city and other governmental agencies
- Utilize word processing and spreadsheet programs and personal computer
- Process, input, compute and reconcile financial data
- Provide general clerical support
- Coordinate office functions
- Make adjustments to standard operating procedures as is appropriate
- Prepare and maintain accurate documents, records and reports
- Maintain accurate office files
- Respond to and interact with elected officials, co-workers and the public effectively and with courtesy, in person, via e-mail and over the phone

### **Education and Experience**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Education: Equivalent to a two-year degree in accounting, business, finance or closely related field.
- Experience: Three to five years of progressively responsible accounting experience, preferably including at least two years of local government or non-profit agency experience. Experience with EDEN Payroll System preferred.

### **SPECIAL REQUIREMENTS**

These functions may be performed with or without reasonable accommodation:

- Speak clearly and understandably
- Review reports and correspondence quickly and accurately
- Report to work at any hour of day or night as required by disaster or other emergency situation
- Use dexterity and vision necessary to operate computer equipment with a high degree of productivity
- Intermittently twist to reach equipment in their work area
- Perform simple grasping and fine manipulation
- Operate basic office equipment (i.e. telephone, copier, calculator, etc.)
- On a continuous basis, must sit at a desk and in meetings for long periods of time
- Perform all duties listed on the job description except those determined to be incidental