

FINANCE TECHNICIAN II

GENERAL STATEMENT OF DUTIES

Performs various technical, recordkeeping and accounting duties requiring the application of principles and practices of accounting, taxation and purchasing. Performs related work as required.

DISTINGUISHING FEATURES OF THE CLASS

Under general supervision of the Accounting Manager, Tax Manager or Purchasing Manager; performs technical work to meet established departmental goals. Ability and willingness to accept increasingly difficult and complex tasks, while meeting established deadlines. This position classification is in the Non-competitive Classified Civil Service.

ESSENTIAL FUNCTIONS OF THE JOB

(Illustrative only – The listed functions may not include all of the tasks which may be performed.)

Prepares and balances daily deposit;

Audits tax returns and makes appropriate adjustments to returns and accounts based upon the applicable rules and regulations in the Tax Ordinance and office procedures;

Processes and verifies various forms (tax returns, invoices, formal bid quotes, purchase requisitions and orders, etc.) to certify accuracy and completeness;

Performs data entry into system, including posting of payments, tax returns, payroll, purchase orders, requisitions, etc.;

Interacts with and assists in processing correspondence and technical requests for information from taxpayers, vendors, other city departments and the general public;

Performs collection procedures for delinquent accounts, bankruptcies, loans and accounts receivable including the issuance and follow up of appropriate correspondence;

Assists taxpayers by answering technical questions and preparing tax forms;

Participates in tax subpoena process and legal proceedings, including: processing, coordination and follow-up;

Processes and verifies payroll and payroll-related information;

Prepares, reviews and files payroll and purchasing related information in accordance with federal, state and local rules and regulations;

Prepares written/verbal purchasing-related price quotes and monitors contracts;

Performs various reconciliations including balancing the daily posting to the daily deposit;

Participates in special projects;

Performs other general work relating to accounting, tax and purchasing functions;

Performs tasks related to the location of new accounts.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge of accounting, taxation and/or purchasing methods, terminology, principles, and procedures. Strong verbal and written communication skills, including the ability to deal effectively with the general public and the city staff. Technical aptitude of the principles and practices relating to accounting, taxation and purchasing. Familiarity with EDP.

EDUCATION AND EXPERIENCE

General accounting, tax and/or purchasing experience and background preferred. General accounting or related degree is desirable; or any equivalent combination of experience and training which provides the required knowledge, skills and ability. Experience with EDP system operation, data entry and backup is preferred.

Approved: *Nancy M. Gregory*
Date: 6-17-16