



Job Description

Job Title	Accounting Tech II – Receivables/Collections	Department	Finance
Reports to	Finance Director	Salary Level	VI
Classification	Non-Exempt	Revision Date	09.12.16

I. General Description

This position is responsible for performing accounting functions in the areas of accounts receivable, collections and cashing.

II. Reasonable Accommodations

To perform this job successfully, an individual must be able to perform each essential job duty and physical demands satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

III. Essential Job Duties

1. Create invoices for library, dock, harbor, landfill, and public works, etc. and mailing.
2. Maintain the A/R files and post penalties and interest on past due accounts.
3. Responsible for the monthly mailing of statements to customers/taxpayers.
4. Prepare monthly aging reports for property taxes, utilities and other receivables.
5. Responsible of property tax invoice mailing to taxpayers.
6. Maintain utility module to include billing, updating annual rates, and changes in utility service.
7. Perform adjustments (property tax, utilities, etc.) within the accounting software.
8. Answer phones, accept payments, update customer accounts, investigate customer request for information and disputes on account.
9. Maintain all Promissory Notes and track payment status.
10. Prepare annual Foreclosure List and monthly Denied Services List (DSL). Mail related letters to customers/taxpayers.

Other Duties:

1. Backup for Accounting Tech I (Cashier).
2. May assist the Accounting Tech III (Property Tax) in researching property transfers online and preparing memos, to adjust property ownership within the accounting software, for Finance Director to review.
3. May assist the Accounting Tech III (Property Tax) in preparation of annual tax roll.
4. May assist the Accounting Tech III (Property Tax) with Business License issuances.
5. May assist the Accounting Tech III (property Tax) with Personal Property Tax Assessment Form mailing.
6. May assist the Accounting Tech III (Property Tax) in performing collections procedures on delinquent accounts.
7. Administer Fire Hall Rental.



Job Description

8. Special projects as requested by Finance Director.
9. Create and/or maintain a standard operating procedure (SOP) for all job duties.

IV. Knowledge, Skills, and Abilities

Knowledge:

This position requires proficiency in the following areas:

1. Knowledge of basic financial record-keeping procedures, computer equipment and filing systems.

Skills and Abilities:

This position must demonstrate the following skills and abilities:

1. Excellent written and oral communication skills, problem-solving skills, and interpersonal skills.
2. Proficiency at an intermediate level with Microsoft Excel and Word expected.
3. Meet operational deadlines in accordance with prescribed goals and objectives.
4. Ability to work independently.
5. Interact with the public in a courteous, helpful and professional manner.
6. Work with co-workers, outside agencies, and vendors in a professional manner.
7. Maintain the confidentiality of information acquired during service as a City employee.

V. Work Environment and Physical Effort

Office environment. This position is located off of a busy, open area office. The employee is faced with constant interruptions and must meet with others on a regular basis. While performing the duties of this job, employee will frequently be required to use hands and fingers dexterously to operate office equipment. The employee will have to spend long hours sitting and using office equipment and computers which can cause muscle strain. Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer; strength to lift and carry materials weighing up to 20 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. There are a number of deadlines associated with this position, which may cause significant stress.

VI. Education and/or Experience

Education:

1. High School diploma or General Equivalency Degree (GED).

Experience

1. Minimum 2 years' work experience, computer competence.



Job Description

VII. Certification and Training

1. National Incident Management System (NIMS) compliance training and certification within 6 months of hire.

VIII. Supervisory Responsibility

None

IX. Scope of Employment

Regular, full-time employment, non-exempt position.

X. Acknowledgment:

I understand the duties of my position as contained in this job description.

Employee: _____ Date: _____

This job description is accurate and has been reviewed by the above employee.

Supervisor: _____ Date: _____

This job description approved by:

	Initials	Date
Department Head:	_____	_____

City Manager:	_____	_____
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