



Job Description

Job Title	Accounting Technician I	Department	Finance
Reports to	Finance Director	Salary Level	V
Classification	Non-Exempt	Revision Date	06.17.2016

I. General Description

This position is responsible for assisting in the performance of accounting functions in the area of accounts receivable, cashier and receptionist duties.

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. Record all incoming cash receipts, applying account numbers, and verifying accuracy of application of receipts.
2. Open and distribute mail to appropriate City Hall staff.
3. Answer phones and interact with general public at the front desk; direct citizens to appropriate staff based on questions, accepting payments, providing forms, etc.
4. Update customer contact information.
5. Assists other Finance Department Staff as directed by the Finance Director.
 - a. Customer invoicing.
 - b. Accounts Payable invoice entry.
 - c. Assist with mailings.
6. File and maintain all related deposits, reports, invoices, statements etc.
7. 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 computer equipment, and filing systems.



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Skills and Abilities:

This position must demonstrate the following skills and abilities:

1. Ability to use Word, Excel, and a 10-key.
2. Ability to work independently.
3. Interact with the public in a courteous, helpful and professional manner.
4. Work with co-workers, outside agencies, and vendors in a professional manner.

V. Work Environment and Physical Effort

Office environment. This position is located in 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; regularly stands, sits and walks. The employee may 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.

VI. Education and/or Experience

Education:

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

Experience:

1. Minimum two years work experience, computer competence.

VII. Certification and Training

1. National Incident Management System (NIMS) compliance training and certification.

VIII. Supervisory Responsibility

None

IX. Scope of Employment

Regular, full time employment, non-exempt position.



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X. Acknowledgment

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

Employee: _____ Date: _____

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

Supervisor: _____ Date: _____

This job description approved by:

Initials

Date

Department Head: _____

City Manager: _____
