

**KODIAK ISLAND BOROUGH
CLASS SPECIFICATION**

Fiscal Technician

Accounting Technician/Accounts Payable
Accounting Technician/Payroll

<u>CLASS SERIES</u>	<u>PAY RANGE</u>	<u>FLSA STATUS</u>
Fiscal	15.0	Non-Exempt

CLASS SUMMARY:

This class is the second level in a three level Fiscal series. Incumbents are responsible for performing data entry, processing electronic payments and check runs, preparing routine fiscal reports, reconciling accounts, preparing fiscal forms, processing payroll, and/or processing invoices and related documents. Responsibilities may include working with highly sensitive and confidential personnel information.

ESSENTIAL DUTIES:

This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

**PERCENT OF
TIME**

Reviews, maintains and updates data records and information files in preparation for payment processing. Routes invoices, payroll and/or other documents and obtains appropriate payment authorization.

Daily
40%

Reviews, verifies, updates and reconciles account posting information for appropriate expense accounting purposes.

Daily
10%

Enters data and processes payments. Performs accounts payable and/or payroll check runs.

Weekly
20%

Prepares and/or generates reports, statements, forms, journal entries and other fiscal related documents.

Weekly
10%

Provides administrative support in assigned area.

Weekly
10%

Gathers information, prepares, verifies, maintains and/or processes files or month-end documents and reports.

Monthly
5%

Performs other duties of a similar nature and level as assigned.

As Required

TRAINING AND EXPERIENCE:

High School Diploma or GED and 3 years of bookkeeping experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING/CERTIFICATIONS:

- State of Alaska Driver's License.

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KNOWLEDGE OF:

- Applicable Federal, state and local laws, codes, regulations and/or ordinances;
- Bookkeeping principles;
- Mathematical concepts;
- Basic accounting principles;
- Automated financial software packages;
- Modern office equipment.

SKILL IN:

- Interpreting and applying applicable laws, codes, regulations and standards;
- Organizing and maintaining records and files;
- Working independently;
- Handling cash;
- Performing mathematical calculations;
- Handling sensitive and confidential information;
- Timely processing of information in order to meet deadlines;
- Providing customer service;
- Utilizing a computer and relevant software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

ADA AND OTHER REQUIREMENTS:

Positions in this class typically require: stooping, kneeling, crouching, reaching, standing, walking, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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CLASS HISTORY INFORMATION:

- Draft prepared by Fox Lawson & Associates LLC (BS) Date: 01/2013
- Adopted by KIB Ordinance 2014-16; 05/15/2014
- Finalized by KIB, Date: 08/2014

APPROVED:

Charles E. Cassidy Jr.

8/29/14

BOROUGH MANAGER

DATE