

ACCOUNT TECHNICIAN

Grade: 13
Full-Time Non-exempt
Effective: 10/8/2015

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs intermediate technical work involving the preparation and/or maintenance of fiscal or related records; does related work as required. Work is performed under the limited supervision of the Accounting Supervisor.

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires stooping, standing, walking, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Preparing and assisting with the maintenance of financial records; entering, verifying and checking data; processing accounts payable, accounts receivable, payroll, purchasing, inventory, budget and other financial accounts.

Serves as a cashier including receipt of payments; posts monies to appropriate accounts and reconciles accounts.

Answers telephone; greets visitors; responds to requests and complaints; forwards visitors and callers to appropriate party.

Processes biweekly payroll; makes changes to employee deduction records; prints checks; prepares quarterly payroll returns and W2's; prepares reconciliations.

Prepares and maintains payroll reports, files, and personnel records; updates employee records as needed; prepares new employee packets; processes and maintains workers compensation claims.

Processes accounts receivable including taxes, utility fees, and business licenses; processes work orders and calculates fees; prepares invoices for entry and mailing.

Processes and monitors accounts payable; prepares corresponding journal entries; verifies and submits invoices for approval; enters invoices into accounting system and prepares checks for signature; prepares appropriate journal entries for month-end closing; maintains accounts payable account information and obtains W-9's on all vendors.

Maintains water and sewer accounts including posting of payments, adjustments, transfers, deposits, work orders, new and termination of service; prepares meter readings devices; creates and updates work orders; prepares billing and delinquent notices.

Files cash receipts; monitors recurring cash receipts; processes returned checks.

Answers questions about the cemetery and prepares burial permits; sells cemetery sites.

Prepares monthly staff reports for Council.

Operates computer, calculator, and other standard office equipment incident to maintaining records.

Performs related tasks as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

General knowledge of accounting terminology, methods, procedures and equipment; general knowledge of standard office procedures, practices and equipment; ability to understand and follow oral and written directions; ability to establish and follow detailed work procedures; ability to post accounts and to perform mathematical computations with speed and accuracy; skill to use a variety of office equipment and machines; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and moderate experience in general office, accounts payable/receivable, payroll, bank reconciliation, and/or other accounting work.