

CITY OF MILWAUKIE

CLASSIFICATION: ACCOUNTING TECHNICIAN

Department: Finance
Location: City Hall

Grade Number: 8(58)
Union: AFSCME

FLSA: Non-exempt
EEO Category: 2- Professional

DESCRIPTION:

Performs a variety of journey level accounting duties. Persons in this position are primarily responsible for a particular financial function such as utility billing, business licenses, payroll, and/or accounts payable. Within that area they perform a wide range of accounting, data processing and other fiscal transactions in preparation, verification, and maintenance of accounting and financial systems. Position has a high degree of interaction with both external and internal customers. This position works under the direct supervisor of the Assistant Finance Director.

DUTIES AND RESPONSIBILITIES:

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Sorts, classifies, and codes financial transactions in accordance with established department policies and procedures. Prepares billings, payroll checks, year end tax reports and payments.
2. Maintains varied and complex records associated with accounting functions such as accounts payable, payroll, business licenses and utility billing. Audits financial transactions for accuracy, posts and reconciles journal entries, and maintains logs and other records on a daily and periodic basis.
3. Performs recurring duties related to utility billing, payroll, business licenses and accounts payable.
4. Resolves discrepancies of a routine and non-routine nature.
5. Assigns and processes account transactions based on documentation, invoices, timesheets and/or statements to ensure timely payments of all debts including payroll and receipt of payments to the City.
6. Assists the public in processing payments and applications in person and by responding to telephone inquiries. Assists staff and responds to inquiries.
7. Performs a cashiering function by receipting, balancing and depositing cash received by the City on a daily basis. Prepares bank deposits and reconciles bank receipts.
8. Responds to a variety of departmental and public requests for information relative to assigned function; provides requested information or service, or refers to appropriate individual for response.
9. Calculates, posts and verifies data to produce regular or special billings and payments; balances reports and other records.
10. Compiles, enters and classifies data from various sources to make summary reports; reviews data to determine significant trends. Verifies summaries against source documents in accordance with established formulas, equations and technical data. Prepares reconciliation sheets and maintains accounting records according to established accounting and bookkeeping methods.
11. Prepares journal entries.
12. Develops and assists in developing procedures and reporting formats to establish or improve specific accounting processes.
13. Maintains positive public relations with customers and is responsive to customer needs.
14. Develops safe work habits and contributes to the safety of self, co-workers and the general public.
15. Performs other duties as required.

JOB SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)

1. **Job Preparation:**
 - a) **Education:**
 - i) Associates degree from an accredited college or university with a degree in accounting, business administration, or closely related field; or
 - ii) Any equivalent combination of education and experience.

2. **Prior Experience:**
 - a) **Work Experience:**
 - i) Three (3) years of progressively responsible related experience; or
 - ii) Any equivalent combination of education and experience.

 - b) **Necessary Knowledge, Skills and Abilities:**
 - i) Knowledge of billing and payroll procedures, journal entries, reconciliation processes and payroll taxes.
 - ii) Knowledge of computer applications and uses for accounting activities.
 - iii) Knowledge of governmental accounting procedures.
 - iv) Knowledge of office procedures.
 - v) Ability to apply bookkeeping and fundamental accounting principles to the maintenance of account records and statements.
 - vi) Ability to complete mathematical computations accurately and rapidly.
 - vii) Ability to compile and tabulate statistical data and prepare reports and summaries.
 - viii) Ability to learn, apply and explain the City and departmental resolutions, policies and procedures.
 - ix) Ability to resolve problems within parameters of assigned function.
 - x) Ability to maintain varied and complex accounting records.
 - xi) Ability to work independently, prioritizing multiple tasks to meet deadlines while handling frequent interruptions, maintaining accuracy and attention to detail.
 - xii) Ability to create spreadsheets.
 - xiii) Ability to prepare clear reports of a technical nature.
 - xiv) Ability to work with customers, both internal and external.
 - xv) Ability to work as a team member.
 - xvi) Ability to establish and maintain effective working relationships.
 - xvii) Ability to perform the essential functions of the job.

3. **Special Requirements:**
 - a) Must be able to pass the department's security clearance standards.

4. **Tools and Equipment Used:**
 - a) Computer and printer, fax machine, credit card machine, and copy machines; Computer software including MS based word-processing, spreadsheet, and data base and specialized accounting applications; calculators, and telephones.

5. **Supervision:**
 - a) This position does not provide supervision to any other staff.
 - b) Operates under the general direction and supervision of the Assistant Finance Director.

6. **Communications:**
 - a) Frequent contact with the general public and other staff.
 - b) Communication are moderately complex and frequently confidential in nature. May have access to confidential materials and communications.

7. **Cognitive Functions:**

- a) Work is performed highly independently with little direction.
- b) Problems can be difficult due to the volume and/or nature of the issue. Policies and procedures exist to define precedent for resolving problems.

8. **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- a) Work is performed in office setting with extensive sedentary work at a computer workstation.

9. **Resource Accountability:**

- a) This classification does not have decision making authority over a budget but does have large responsibility for proper accounting of respective functional area.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Drafted: 10/01/94
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