



Job Description
Accounting Technician
Updated 2/2016

Title: Accounting Technician

Reports to: Administrative Services Director

FLSA Status: Non-Exempt

Department: Administrative Services

Summary: Under minimum supervision, applies principles of accounting to analyze financial information and prepare financial reports by performing the following duties. Providing these services in an effective and efficient manner will ensure that municipal finances are accurate and up to date.

Essential Duties and Responsibilities:

Essential duties can include the following:

- Reconciles general ledger monthly to include accounts payable, payroll and accounts receivable.
- Reviews, investigates, and corrects coding errors and inconsistencies in financial entries, documents, and reports.
- Compiles and analyzes financial information to prepare journal entries for the general ledger monthly.
- Once reconciliation is approved by Director, distribute detailed monthly reports to executive staff.
- Maintains liabilities accounts, reviews monthly for accuracy and ensures payments for accounts receivable.
- Assists with budget preparation including forecasting and cost estimating.
- Assists with annual audit including preparation and diligence for all documentation.
- Assists with grant management, reviews grants on a monthly basis and assures reporting accuracy.
- Organizes and maintains file system in accordance with the retainage policy.
- Other duties as assigned.

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

- *Analytical* - Synthesizes complex or diverse information; Collects and researches data.
- *Design* - Generates creative solutions; Demonstrates attention to detail.
- *Problem Solving* - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations.
- *Project Management* - Coordinates projects.
- *Technical Skills* - Pursues training and development opportunities; Strives to continuously build knowledge and skills.
- *Team Work* - Gives and welcomes feedback; Contributes to building a positive team spirit.

- *Quality Management* - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- *Cost Consciousness* - Develops and implements cost saving measures.
- *Ethics* - Treats people with respect; Keeps commitments; Works with integrity and ethically; Upholds organizational values.
- *Organizational Support* - Follows policies and procedures; Completes administrative tasks correctly and on time.
- *Dependability* - Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan; Is consistently at work and on time; Ensures work responsibilities are covered when absent.
- *Initiative* - Volunteers readily.
- *Planning/Organizing* - Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.
- *Quality* - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality.
- *Quantity* - Completes work in timely manner; Works quickly.
- *Safety and Security* - Observes safety and security procedures.

Education/Experience:

Bachelor's degree (B. A.) from four-year College or University; or two years related experience and/or training; or equivalent combination of education and experience.

Language Ability:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Math Ability:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages. Ability to apply concepts of basic algebra and estimation.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Excel spreadsheet software and background in accounting software plat forms, knowledge of ASYST helpful but not required.

Certificates and Licenses:

No certifications needed

Supervisory Responsibilities:

This job has no supervisory responsibilities.

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. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl.