



City of Klamath Falls

Position Description

Position: Accounting Technician	Group: AFSCME
Department/Division: Finance & Business Services/Utility Billing	FLSA: Non-exempt
Evaluated by: Finance Manager	Salary Grade: 113

Summary

The Accounting Technician performs an array of duties to support the Finance & Business Services Department. An Accounting Technician is responsible for all processes related to the accurate and timely receiving and processing of City accounts payable and/or accounts receivable. Serves as primary point of contact for internal and external customers. Employees in this position must have the ability to work effectively in a high customer count environment and respond to verbal, written, and telephone requests. The Accounting Technician performs a complex array of accounting, administrative and clerical work associated with the preparation of the financial reporting for the City of Klamath Falls. This is a non-supervisory position.

Distinguishing Career Features

The Accounting Technician is an entry level position that focuses on administrative, customer service and customer account support to the City’s Finance & Business Services Department.

Essential Duties and Responsibilities

- Data entry of daily transactions and adjustments from the source document into the computer system.
- Operates the computer to extract customer information from the existing database.
- Resolves customer inquiries and concerns either by telephone, in writing or in person.
- Calculates fees, fines, and assessments, as defined by state or local law.
- Acts as the City’s cashier by receipting money and reconciling those receipts to the source document.
- Prepares and reconciles subsidiary journals from source documents and posts to the general ledger.
- Assigns proper account codes to source documents.
- Recognizes, adjusts or corrects financial transactions by creating journal entries for the general ledger.

- Prepares periodic financial or operational reports as assigned.
- Prepares audit/year-end schedules for the preparation of annual financial reports.
- Greets public and provides information or direction in a diplomatic and professional manner.
- Maintains the general ledger including creating, adjusting, and reviewing journal entries, and reconciling subsidiary journals.
- Understands and completes the monthly accounting cycle, including reconciliation of balance sheets, expenditure and revenue reports.
- Provides technical support to unit staff members.
- Archiving and destruction of Finance Records
- Processes incoming mail and all returned mail.
- Acts as a visible customer service agent by greeting visitors and co-workers in person, over the phone, and via email daily.
- Prepares and reconciles amounts and inputs data into an automated financial system
- Knows and understands City policies, procedures relating to Finance & Business Services Department; interprets and communicates policies to customers.
- Responds to questions and customer complaints, referring difficult situations to higher level authority.
- Prepares miscellaneous documents such as invoices, and account statements; generates monthly financial reports for accounting and record keeping purposes.
- Provides back-up to other Accounting Technician position as required.
- Performs other duties as assigned that support the overall objective of the Finance & Business Services Department

Qualifications

- **Knowledge and Skills**

The position requires knowledge of policies, codes, regulations, and laws governing Finance & Business Services. Requires basic bookkeeping practices; customer service techniques; Microsoft Office Suite. Requires a working knowledge of accounts receivable and accounts payable functions. Skill in general office functions and methods, including office equipment and computer software for accounting and word processing. Requires sufficient knowledge of English grammar and composition, business and/or legal formats, and spelling, to prepare correspondence and communicate via phone, in person and via email. Requires sufficient math skills to perform arithmetic computations, understand numeric filing systems, and perform financial record keeping. Requires demonstrated proficiency with ten-key by touch; and computer keyboard data entry at a minimum of 60 WPM; photocopy and fax machine. Requires excellent human relations skill to maintain harmony in a work setting and deal with customers in a way that reflects positively on the City.

- **Abilities**

Requires ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals, compute rate, ratio and percent. Requires ability to read, analyze, and interpret technical information, financial reports, and related documents. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, ordinances, resolutions, policies, and procedure manuals. Requires the ability to learn and interpret City codes, regulations, policies and procedures, and other laws. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram forms. Must be able to perform all clerical and record keeping duties of the position including operation of a variety of computer software programs designed for City Finance & Business Services Department.

- **Physical Abilities**

Requires sufficient hand eye coordination to recognize numbers, letters, and words. Requires sufficient strength to retrieve work materials from eye-level shelves and drawers. Requires the ability to use a typewriter style computer keyboard and 10-key for advanced data entry. Requires auditory ability to carry on conversations in person and over the phone. Frequently required to stand and walk; use hands and fingers to handle, grab or feel to operate objects, tools, or controls; reach with hands and arms. Requires ability to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

- **Education and Experience**

The position requires a high school diploma or GED with three (3) years of professional experience with emphasis on customer service, confidential customer accounts, telephone communications, office and computer skills; two (2) years bookkeeping and accounting experience including accounts payable and accounts receivable – preferably with a governmental entity; two (2) years experience with computerized accounting systems; demonstrated proficiency with ten-key by touch and typing skills of sixty (60) words per minute. An Associate’s Degree in a related field may substitute for experience.

Desired: A.A. Degree in Accounting

- **Licenses and Certificates**

Requires a valid Oregon driver’s license.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist. At times must interact with upset customers.

- **Pre-Employment**

Job offers are contingent on the individual passing an official typing test and pre-employment drug screen.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.