



respect - Communication - Integrity - Teamwork - family

ACCOUNTING TECHNICIAN

DEPARTMENT/DIVISION: Finance

GRADE: 5

GROUP: AFSCME

FLSA STATUS: Non-Exempt

EFFECTIVE DATE: July 17, 2012

SUMMARY

An employee in this position works under the immediate supervision of the Accounting Supervisor. The position performs a complex array of accounting, administrative and clerical work associated with the preparation of the financial reporting of the City. Performs related duties as required.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

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 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

SUPERVISORY RESPONSIBILITIES

This is a non-supervisory position.

QUALIFICATION REQUIREMENTS

Education and/or Experience:

Completion of standard High School education or equivalent; three (3) years of progressive experience working with the public, with demonstrated skills in customer relations; 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 60 WPM.

Desired:

A.A. Degree in Accounting.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

Basic bookkeeping practices; customer service techniques; Microsoft Office Suite.

Skill in:

Using basic office equipment such as multiline phone, calculator, photo copy machine, fax machine, and computer keyboard; ten-key by touch plus spreadsheets and word processing in Microsoft Office.

Ability to:

Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals; compute rate, ratio and percent; read and comprehend instructions, correspondence, and memos including safety rules, policy and procedure manuals; write simple correspondence; effectively present information one-on-one or in small group situations to other employees or the organization; apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; ability to analyze and resolve complex problems involving several variables in standardized situations.

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 qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required sit. The employee frequently is required to stand and walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stoop, kneel, or crouch.

The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

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 qualified individuals with disabilities to perform the essential functions.

The work is performed in a temperature-controlled, well-lit office.

The noise level in the work environment is usually quiet.

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.

