


## JOB DESCRIPTION

<p>City of Waterford</p>  <p>Administrative Services</p>	<b>ACCOUNTING TECHNICIAN I</b>	
	Salary Level:	11
	FSLA Status:	Non-Exempt
	Established/Revised:	July 2017

## JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Under general supervision, learns to perform and performs clerical and technical accounting activities, including billing and billing adjustment, financial record keeping and/or transactions, accounts payable and receivable, cashiering, and business licenses; performs a variety of customer service duties, which may include acting as the City's main receptionist or assisting utility customers; performs other related duties as required.

## DISTINGUISHING CHARACTERISTICS

This is the entry level class that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine accounting and customer service duties while learning City policies and procedures. As experience is gained, there is greater independence of action within established guidelines. This classification is flexibly staffed with Accounting Technician II and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher-level class.

## SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the Administrative Services Director/City Clerk and technical direction from the Finance Manager and Administrative Analyst/Deputy City Clerk. Incumbents in this position do not exercise supervision.

## ESSENTIAL DUTIES

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is **ILLUSTRATIVE ONLY**, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Learns to perform and performs clerical and technical accounting activities, including billing and billing adjustment, financial record keeping and/or transactions, accounts payable and receivable, cashiering, and business licenses.
- Performs a variety of customer service duties, which may include acting as the City’s main receptionist or assisting utility customers; prepares staff reports as required; picks-up and sorts mail; deposits funds into the bank daily.
- Enters and posts payments; collects payments, including checks and cash; issues receipts for utility billing; performs accounts payable and fee payment collections.
- Assists in scheduling building inspections.
- Prepares a variety of staff reports and warrant lists; assists in preparing public meeting agendas and minutes.
- Sorts, distributes, retrieves, and takes mail to and from the post office; retrieves payments out of the drop box; serves on various committees and advisory boards.
- Responds to inquiries in person or by phone; directs customers to the appropriate department; answers a variety of questions; calls appropriate staff to the counter to assist customers; enters miscellaneous receipts such as building permit fees, yard sale fees, police fees, and public records copy fees.
- Orders and maintains office supplies.
- Logs and follows-up on various citizen complaints; provides back-up support to all other Accounting Technicians.
- Establishes positive working relationships with representatives of community organizations, State/local agencies and associations, City management and staff, and the public.
- Utilizes a teamwork approach to learn the department functions necessary to continue effective City operations to allow the City to carry on in case of illness, or unexpected employee turnover; participates in cross-training as needed to accomplish this goal.
- Performs other duties as required or assigned.

## **MIMIMUM QUALIFICATIONS**

### **Education and/or Experience:**

High school diploma or equivalent, supplemented by college level course work in accounting, bookkeeping, or a related field; AND one (1) year of general clerical accounting experience; OR an equivalent combination of education, training, and experience.

### **License/Certificate:**

Possession of or ability to obtain, a valid Class C California driver’s license.

### **Knowledge of:**

- Modern principles and practices of financial record keeping, transaction codes, bookkeeping, utility billing, and basic governmental accounting; cash handling techniques.
- Business license ordinances and fees; basic principles of mathematics.
- Applicable Federal, State, and local laws, codes, and regulations.
- Standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software.
- Methods and techniques for record keeping and report preparation and writing; proper; English, spelling and grammar.
- Occupational hazards and standard safety practices.

### **Skill in:**

- Preparing, maintaining, and reconciling various financial, accounting, and statistical records. perform cashiering duties accurately.
- Performing mathematical calculations quickly and accurately.
- Interpreting, explaining, and applying applicable laws, codes, and regulations.
- Reading, interpreting, and recording data accurately.
- Organizing, prioritizing, and following up on work assignments.
- Working independently and as part of a team; making sound decisions within established guidelines.
- Analyzing complex issues and developing and implementing appropriate responses.
- Communicating clearly and concisely, both orally and in writing; following written and oral directions.
- Establishing and maintaining effective working relationships.
- Operating an office computer and a variety of word processing, spreadsheet, and software applications, including billing and financial systems.

### **NECESSARY SPECIAL REQUIREMENTS**

- Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check, and reference check.
- Must be able to provide proof us U.S. citizenship or legal right to work in the United States.

### **PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT**

*The physical and environmental 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.*

#### **Physical Conditions:**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee frequently is required to sit or stand for prolonged periods of time, and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

#### **Environmental conditions:**

While performing the duties of this job, the employee regularly works in inside environmental conditions. The employee frequently works with a video display terminal for prolonged periods. The noise level in the work environment is usually low to moderate.