



Job Title	Accounting Technician I	FLSA Status	Non-Exempt
Band	GNL	Probationary Period	12 Months
Zone	4	Job Code	11003

Class Specification – Accounting Technician I

Summary Statement:

The purpose of this position is to collaborate with the accounts receivable team and be responsible for a variety of detailed billing and accounts receivable functions. Performs full performance paraprofessional accounting work maintaining a full set of financial records including summarizing accounting data and preparing financial reports.

Essential Functions

Note: Regular and predictable attendance is an essential function in the performance of this job.

Time %
(All below must add to 100%)

Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.

45%

Process billing, payments, adjustments, customer refunds, and exceptions in a timely manner. Interact on a daily basis with other department personnel ensuring data entry for invoicing and deposits is done in a timely and accurate manner. Perform daily balancing of City-wide deposit activity.

30%

Input new customers and produce monthly statements for all City departments. Review customer accounts for accuracy; make adjusting entries as needed; monitor returned check activity; and regularly review outstanding invoices. Process past due items for collection by a third party agency; and work with legal to review and process bankruptcy filings.

25%

Monitor trends in accounts receivable to improve efficiency; and recommend and implement new technologies. Prepare a variety of reports using PeopleSoft software and Microsoft Excel. Respond to customer calls and face-to-face interactions.

Competencies Required:

Human Collaboration Skills: Work requires regular interaction involving exchange and receipt of information.

Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.



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Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:

Receives Administrative Direction: The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Equivalent to completion of the twelfth grade (high school diploma or GED).

Experience: No prior experience is necessary.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

Supervision Exercised:

Position has no responsibility for the direction or supervision of others.

Supervision Received:

Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.



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Fiscal Responsibility:

This job title does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s).

Physical Demands:

Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office and specialized accounting software.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: February 2015