

City of Seward

Job Description



Job Title: Accounting Technician II

Range:	11.5 – 13.5, Progressive	Salary:	\$19.33-22.42
Department:	Finance	Approved by:	Sam Hickok
Reports to:	Finance Director	Date:	May 2020
Supervises:	N/A		
Position:	Regular, Full-Time		

Summary:

This is a regular full-time position with benefits, starting pay \$19.33/hr (Range 11.5-13.5).

Position is a skilled journey level classification which performs moderately difficult accounting clerical work involving standard accounts, computerized accounting and utility billing-specific processes, utility tariffs, and general ledger accounting related to all funds of the City. This class is distinguished from the Accounting Technician I class in the greater degree of independence and self-motivation exercised in the performance of work, and in the difficulty and complexity of accounting clerical tasks.

Essential Duties and Responsibilities:

Exercises independence in the technical and specialized examination, verification, maintenance, reconciliation and reporting of accounts and accounting data, making changes and corrections to accounts as necessary, with proper approval;

Assists in training entry level accounting clerical personnel as required;

Operates personal computers and financial application software at a moderate-to-high level of difficulty, including extensive use of spreadsheets with complex formulas;

Provides backup support to Accounting Technicians in the processing of accounts payable, accounts receivable, bed tax, purchasing, utility billing, and payroll, and provides Cashier support as required. May be required to assume job tasks of the Accounting Technician I or Cashier;

Materially participates in the annual audit process; reconciles and balances various general ledger accounts, prepares work papers and schedules, provides assistance to others relative to the proper accounting treatment of various transactions, and responds to auditor inquiries;

Performs a wide variety of regular and recurring accounting procedures including: calculating, posting, verifying, preparing, and reconciling designated accounts to ensure completeness and accuracy;

Prepares notices, letters, memoranda, and similar correspondence in conjunction with accounting clerical work, and provides clerical support for supervisors;

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Maintains well-organized data files, systems and records;

Establishes and maintains good relations with customers, co-workers, department managers, other government agencies, and the public, and responds to questions and requests for information;

Performs technical budget and audit tasks, identifying exceptions, researching and reconciling same, and preparing schedules and spreadsheets;

Prepares and reviews certain contracts and grant reports and maintains organized files for same;

Reconciles general ledger accounts and subsidiary ledgers; resolves discrepancies; posts activity to correct errors;

Develops, reviews and revises operating policies and procedures related to area of responsibility, and seeks ways to improve efficiency of accounting processes;

Assists in preparation of budget and audit schedules; updates budget spreadsheets; enters budget data into computer; designs and modifies utility-related budget reports; prepares audit work papers; reconciles general ledger accounts and Funds, under supervision.

Performs other related work as directed.

Supervisory Responsibilities:

This position is required to assist, train and monitor work assignments of Cashier and Accounting Technicians related to Utility Billing, but does not assume primary supervisory responsibilities.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Vocational certificate, Associates degree or related course work in accounting preferred; or three years related experience and/or training; or equivalent combination of education and experience. Strong Excel skills desired. Previous experience in general ledger accounting preferred. Strong customer service, interpersonal, and math skills, required. Previous account balancing and till balancing experience is preferred.

Progressive Development Plan:

Each year on the employee's anniversary date, the employee will be evaluated not only on his/her performance, but also on their professional development. The finance director shall determine if the employee has received the required training and experience to allow for advancement from a range 11.5 to a range 12.5, then from a range 12.5 to a range 13.5, remaining at the same step. After the employee reaches a range 13.5, he/she shall remain at that range and receive annual step increases, if earned, in the regular sequence. If it is determined that the employee has not progressed to the next level, but has shown above satisfactory performance, he/she will be granted the regular merit increase of one step.

To progress to a range 12.5 requires the employee to materially participate in an annual audit, including reconciliation of General Fund balance sheet accounts and/or an entire fund of the City while working with little or no direct supervision.

To progress to a range 13.5 requires completion of two of the three governmental accounting courses sponsored by the Government Finance Officers Association (GFOA) – introductory, intermediate, or advanced governmental accounting and/or a bachelor's degree in accounting or related field.

Language Skills:

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

Mathematical Skills:

Ability to add, subtract, multiply and divide, using whole numbers, common fractions and decimals.

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations, particularly as it relates to computing tariff changes by customer class.

Reasoning Ability:

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Other Skills and Abilities:

Knowledge of standard accounting transactions and accounting systems; accounting codes, classifications, and terminology. Ability to perform arithmetic calculations quickly and accurately. Ability to learn and apply existing accounting systems, policies, procedures, methods

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and techniques; keep accurate records; compile information and prepare reports; speak and write effectively; reconcile accounting data and transactions; work cooperatively and effectively with other personnel involved in accounting activities, customers, vendors and the public; maintain confidentiality; and to work with computers ranging from personal computers to mini-computers including various software which includes spreadsheets, word processing, graphics, accounting and other similar software. Extensive use of Excel.

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.

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

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Public Relations:

Public relations will be an integral part of each employee's job. Employees will be courteous, helpful and conduct themselves in a manner which is appropriate for an employee in public service.

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. The stress level in the work environment is moderate to high during periods of month-end closing tasks, audit preparation, budget process, and tariff changes. The work environment may be busy and may require serving a number of people and projects at one time, with frequent interruptions, requiring excellent organizational skills and time and stress management skills to complete the required tasks. Must be able to deal with stressful situations at all times, possess cultural and political awareness and sensitivity, be flexible, demonstrate sound work ethic, be consistent and fair, and maintain standards of conduct.

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Successful applicants must pass a background investigation and drug testing. Preference may be given to current City employees. A complete job description and application can be obtained from the City of Seward Personnel Office, 410 Adams Street, (907) 224-4074 or by emailing HR@cityofseward.net .

The City of Seward is an Equal Opportunity/Affirmative Action Employer.