

City of Seward

Job Description



Job Title: Accounting Technician Payroll

Range:	R9.0-R11, Progressive	Salary:	\$16.37/hour
Department:	Finance	Approved by:	S.Hickok
Reports to:	Finance Director	Date:	09/03/2020
Supervises:	N/A		
Position:	Regular, Full-Time		

Summary:

Under supervision, processes and maintains an emphasis on payroll, accounts payable, utility billing, accounts receivable, purchasing and collections. This position is distinguished from the Cashier/Customer Service Representative in that it requires an understanding of accounting debits and credits, the ability to reconcile a subsidiary accounting module to the general ledger, frequent contact with city employees, department heads and vendors, and responsibility for filing quarterly and annual reports with federal and state agencies.

Essential Duties and Responsibilities:

Prepares payroll beginning with data entry of time sheets through preparation of checks, including payment of all payroll-related liabilities, electronic transfer of payroll data, reconciliation of all payroll-related accounts. Prepares all payroll checks and reports and maintains employee benefits records and employee payroll files. Maintains an accurate record of all annual leave. Prepares quarterly and annual tax reports and processes W-2s at year-end. Transfers payroll data from a stand-alone system to the general ledger, and balances subsidiary module to general ledger. Transmits electronic data via the internet to external governmental agencies. Works closely with Personnel Officer to ensure accurate hourly wage records.

Works with payroll programmer to design reports to streamline processes.

Prepares outstanding check register for use in reconciling monthly bank statements.

Maintains purchase order system, including reviewing account codes on requisitions, ensuring proper authorization, inputting data into the computer system, printing and distributing purchase orders, reconciling encumbrance data.

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Processes accounts payable, including reviewing invoices, maintaining vendor files, ensuring appropriate account coding, ensuring proper authorization, verifying accuracy of supporting documentation, inputting data into the computer system, printing and distributing accounts payable checks, maintaining vendor files, reconciling all payables-related general ledger accounts, processing year-end 1099 forms, etc.

Serves as backup to the Cashier position, including processing payments, balancing till, answering customer inquiries, communicating with electric linemen regarding job orders.

Prepares supporting documentation for collection or legal action.

Applies statutory provisions, rules and regulations in accomplishing work.

Assists in reconciling accounts in preparation for the annual audit.

May cross-train other accounting and clerical personnel.

May assist personnel from other departments in the proper procedures for completing timesheets, requisitions, purchase orders, travel expenditure reports, etc.

Prepares necessary invoices or journal entries.

Performs other related work as required.

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:

Associate's degree or equivalent from two-year college or technical school; or two year's related experience and/or training; or equivalent combination of education and experience and proficiency in spreadsheets, time management, database, and word processing software and computers. Previous experience with accounts payable and/or payroll processing desired.

Progressive Development Plan:

Each year on the employees' 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 9 to a range 10, then from a range 10 to a range 11, remaining at the same step. After the employee reaches a range 11, 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.

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To progress to a range 10 requires the employee to have the ability to process payroll and accounts payable with few, if any, errors, be able to serve as backup for the Cashier position with little or no assistance, and understand how to file quarterly and annual reports without assistance.

To progress to a range 11 requires the employee to have mastered the payroll and accounts payable functions, be able to reconcile appropriate general ledger accounts and at least one minor enterprise fund, understand and implement the provisions of the IBEW Union contract as it relates to pay issues, prepare outstanding check registers for use in reconciling the monthly bank statement, and to work with little or no direct supervision.

Language Skills:

Ability to read and interpret documents such as union contracts, City Code, safety rules, operating and maintenance instructions, procedure manuals, computer texts, etc. Ability to write routine reports, correspondence, work procedures. Ability to speak effectively before groups of customers or employees of organization. Ability to communicate program enhancement needs to computer programmer.

Mathematical Skills:

Ability to add, subtract, multiply and divide, using whole numbers, common fractions, and decimals. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.

Reasoning Ability:

Ability to solve practical problems and use initiative in dealing with problems. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Skills and Abilities:

Proficiency with computers and computer programs, including spreadsheets, word processing, database program, graphics, and accounting software. Ability to work cooperatively and effectively with other personnel involved in accounting activities, customers, vendors, public, and external agencies; Ability to maintain confidentiality is critical. Ability to work fairly independently with work output reviewed periodically. Ability to utilize the internet to transfer files.

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, including frequent keyboarding; and to talk and hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stoop, kneel, or crouch.

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

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Public Relations:

Public relations shall be an integral part of each employee's job. Employees shall be courteous, helpful and conduct themselves in a manner which is appropriate for an employee in public service. This position reflects on the City's reputation and creditworthiness, and must therefore be able to process payments timely and resolve problems to the satisfaction of vendors and suppliers.

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.

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