ACCOUNTING TECHNICIAN II

Department:	**Finance**	Class Code:	**20**
Reports to:	**Finance Director**	FLSA Status:	**Non-Exempt**

GENERAL PURPOSE: Under general supervision, performs various para-professional accounting functions.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Processes accounts payable/receivable invoices or purchase orders; obtains approvals; enters into automated system; prints checks; ensures checks match register; obtains signatures; mails checks.
- Reports cash flow for invoice payments; maintains check stock/PO stock and orders as needed.
- Processes bi-weekly payroll; enters employee hours for payment; prints direct deposit stubs and regular payroll checks; runs payroll reports for the HR Department and for batch transmittal processing for state payments; maintains payroll files; prepares deduction checks.
- Processes accounts receivable monthly reconciliations; performs credit card processing and monthly reconciliation; performs daily cash receipt entry for various departments.
- Performs general ledger and budget transfer entries; maintains files for W9 vendors; prepares and submits credit applications to external vendors for line of credit via requests by various departments; researches outstanding items to clarify entries; gathers backup via copies or requests to vendors as needed.
- Performs monthly utility billing and reconciliation; reconciles monthly utility accounts and prints bills; processes customer mailings; completes month and cycle for billing and close the month.
- Maintain all accounts payable and payroll files; gather data as needed for annual audit or as requested.
- Prepares yearly 1099 forms.
- Maintains the integrity, professionalism, values and goals of the Town by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and Town staff; enthusiastically promotes the Town's goals and priorities in compliance with all policies and procedures.
- Performs related duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

High school diploma or equivalent and three years of para-professional government accounting experience or an equivalent combination of education, training and experience.

Required Licenses or Certifications:

None.

Required Knowledge of:
- Principles and practices of payroll processing, bookkeeping and basic accounting.
- Business practices and methods.
- Payroll rules and regulations.
- Customer service principles and practices.
- Modern office methods, practices and procedures.
- Uses and applications of personal computers and various software applications.

Required Ability to:
- Develop and maintain effective working relationships with Town staff, Council members, various external organizations and individuals and the general public.
- Understand requests for financial information and determine the appropriate information format.
- Prepare financial reports, including analysis and narrative.
- Prepare spreadsheets and construct and/or modify automated reports.
- Explain the financial impact of payroll rules or regulations.
- Work with all levels of an organization and provide technical guidance and consultation.
- Administer laws and regulations, make decisions, maintain composure, and work effectively under stressful conditions.
- Evaluate facts and evidence, drawing logical conclusions and making proper recommendations.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple tasks, projects and demands.
- Operate a personal computer utilizing a variety of business software.

Physical Demands / Work Environment:
- Work is performed in a traditional office environment. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 10 pounds.

Core Values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step

APPROVED: _____   **DATE:** _____