



ACCOUNTING TECHNICIAN I

Department: **Finance** Class Code: **18**
Reports to: **Administrative Services 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.*

- Process the monthly utility billing.
- Process utility payments.
- Creates new water/sewer accounts.
- Processes accounts payable or purchase orders; obtains approvals; enters into automated system; prints checks; ensures checks match register; obtains signatures; mails checks.
- 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; process customer mailings; completes month and cycle for billing and close the month.
- Maintain all accounts payable; gathers 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 two years of para-professional government accounting experience or an equivalent combination of education, training and experience.

Required Licenses or Certifications:

None.

JOB DESCRIPTION

Accounting Technician I

Required Knowledge of:

- Principles and practices of payroll processing, bookkeeping and basic accounting.
- Business practices and methods.
- 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 spreadsheets and construct and/or modify automated reports.
- 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 |
|----------------|---------|---------|----------|--------------------|-----------------|------|
| | 2/2022 | | | 18 | NE | |
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APPROVED: *Laura Kyriakakis*

DATE: 2/24/2022