

CITY OF TUALATIN

Classification Description

Job Title: Accounting Technician
Department: Finance
Reports To: Accounting Supervisor
FLSA Status: Non Exempt

SUMMARY: Performs various activities in the accounting department, including compiling payroll data, processing employee benefits, processing accounts payable, reconciling cash receipts and coordinating billing. Compiles, processes, and verifies numerical data for use in maintaining accounting records. Coordinates activities involved with procuring goods and services such as raw materials, equipment and supplies for the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Compiles and processes documents such as invoices, delivery receipts, checks, payroll documentation, business licenses, employee reimbursements, customer refunds, utility billing payments and other information substantiating business transactions.

Verifies details of business transactions: accounts payable, vendor information, accounts receivable, payroll, utility billings, assessments, credits, refunds, journal entries and similar items. Reconciles report discrepancies and problems.

Codes and monitors data for input to financial system according to department procedures.

Monitors and maintains loans, assessments, core area tax, payroll tax and benefit reports, AR/AP and utility billing program to ensure that payments are processed and that records are up to date.

Prepares checks, account statements, reports and other records and review for accuracy.

Assists the public, public officials and other employees in a friendly and courteous manner. Receives fees and maintains receipt records.

Prepares and delivers daily bank deposits, reconciles bank statements and petty cash expenditures.

Researches financial information, performs lien searches, provides assessment information. Prepares statistical information, reports or documents upon request and distributes them as required.

Compiles and produces five-year financial plan, annual budget and annual audit schedules.

Maintains fixed asset accounting program.

Maintains department control records, computer backup tapes, etc.

Researches and prepares requisitions for supplies and forms for department. Locates and/or researches products on behalf of other city departments.

Prepares purchase orders from requisitions. Verifies purchase requisitions. Consults frequently with management concerning specifications. Contacts vendors, negotiates price, delivery and other items. Maintains procurement records such as items or services purchases, costs, delivery, product quality or performance, and inventories. Expedites delivery of goods to users.

Maintains a catalogue library of various and specialized products such as office furniture, office supplies, equipment, safety gear, etc.

Drives to city facilities, vendors, training programs, and meetings as necessary.

SUPERVISION: This job has no supervisory responsibilities. Direct supervision received from Accounting Supervisor, may receive direction from the Accountant.

COMPETENCIES: To perform the job successfully, an individual should demonstrate the following:

Adaptability - Adapts to changes in the work environment; Manages competing demands; Able to deal with frequent change or unexpected events; Changes approach or method to best fit the situation.

Attendance & Punctuality – Consistently at work and on time; Arrives at meetings and appointments on time.

Cost Consciousness - Works within the approved budget; Conserves organizational resources.

Customer Service - Manages difficult or emotional customer situations; Understands and applies the principles of quality customer service; Responds promptly to customer needs and to requests for service and assistance; Solicits customer feedback to improve service.

Dependability - Follows instructions and responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Diversity - Shows respect and sensitivity for cultural differences; Promotes and supports a harassment-free environment.

Ethics - Treats people with respect; Inspires the trust of others; Works ethically and with integrity; Upholds organizational values.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Interpersonal Skills – Focuses on cooperatively resolving conflict; Maintains confidentiality; Actively listens to others without interrupting; Conveys a positive image of the City and its services; Keeps emotions under control; Remains open to others' ideas and tries new things.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Oral Communication - Speaks clearly and persuasively; Listens and gets clarification; Responds well to questions; Participates in meetings; Demonstrates group presentation skills.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Planning & Organizing – Prioritizes and plans work activities; Uses time resources efficiently; Plans for additional resources; Sets goals and objectives.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Uses reason even when dealing with emotional topics; Works well in group problem solving situations.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of status or position; Inspires respect and trust; Accepts responsibility for own actions; Follows through on commitments.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness; Applies feedback to improve performance; Monitors own work to ensure quality.

Safety and Security - Observes, and ensures others observe, safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses, and ensures other staff use, equipment and materials properly.

Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

QUALIFICATIONS: 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. Any satisfactory equivalent of education, experience and training which ensures the ability to perform the work may substitute for the qualifications.

Knowledge: Reasonable knowledge of accounting principles, practices and applications. May require specific knowledge in an area of specialty such as: general ledger, accounts payable, accounts receivable,

assessments, collection procedures, fixed assets, payroll, taxes and/or utility billing applications. Reasonable knowledge of purchasing practices and principles including vendor analysis, inventory systems, quotations, proposals and bids.

Language Skills: Ability to communicate effectively in oral form. Ability to read, analyze and interpret general instructions, technical procedures and governmental regulations. Ability to effectively respond to oral or written requests for information from other employees, public officials and the general public. Ability to effectively present information during one-on-one interactions with customers.

Mathematical Skills & Abilities: Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, and volume. Ability to apply concepts of responsible bookkeeping principles and to perform detailed work involving numerical data and to make arithmetic computations accurately. Ability to maintain moderately complex financial records and prepare appropriate reports.

Special Skills: Ability to maintain confidentiality of information. Ability to establish and maintain effective working relations with the general public, public officials and other employees.

Ability to operate various office equipment including: PC, data terminal, typewriter, printer, fax, copier and telephone. Knowledge of word processing, spreadsheet, and accounting software. Knowledge of other processing systems.

Ability to deal with upset customers in a professional and businesslike manner.

Certificates, Licenses, Registrations: Possession of, or the ability to secure possession of, a valid Oregon driver's license.

EDUCATION and/or EXPERIENCE - High school diploma or general education degree (GED) with specific course work in bookkeeping/accounting. Minimum two years of experience relative to accounting practices and procedures with specific experience in a designated area of expertise. One-year experience working with PC and mainframe financial systems. Experience in using various financial software programs.

PHYSICAL DEMANDS & WORK ENVIRONMENT: The physical demands and work environment 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.

The employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and infrequently lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus. Duties of this position will be performed in an indoor environment with a moderate noise level and frequent interruptions.