



Accounting Technician

Department: Finance

SUMMARY: Performs general clerical and financial record keeping functions. Provides support and processes accounts payable. Researches inquiries regarding check requests and vendor payments and billing, maintains database and provides basic bookkeeping activities.

ESSENTIAL FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

Process invoice payments on a weekly basis; verify data on the department completed check requests corresponds to the attached invoices; ensure totals are correct, proper accounting coding charged and confirm all signatures are received; research and resolve invoice discrepancies.

Print and mail checks, prepare end of batch reports; follow up on returned and outstanding checks. May prepare daily bank deposit.

Work with staff members in other City departments to determine accounts payable needs and requirements.

Provide supporting documentation for annual audit; maintain W-9 records and process 1099 forms.

Maintain vendor files and correspondences; respond to inquiries and reconcile vendor accounts to statements.

Copy and scan all Grants and Capital asset related files; copy necessary paperwork to prepare journal entries for Accountant.

Establish and maintain cooperative working relationships with vendors, coworkers and other individuals in contact during the course of work.

Support the City's policies, goals and objectives and work with management and other staff to ethically achieve such goals and objectives; ensure compliance with safety procedures.

KNOWLEDGE AND SKILLS:

Demonstrated Knowledge of:

City and Department procedures, policies and guidelines.

Basic accounting principles, policies, procedures and methods involved in accounts payable processing.

Employer's Tax Guide and various IRS regulations.

Skill in:

Establishing and maintaining cooperative working relationships with vendors, coworkers and other individuals in contact during the course of work; communicating clearly and concisely.

Operating a personal computer utilizing standard software such as Microsoft Office and some specialized software; functioning standard office equipment; proficient typing, data entry and 10-key by touch.

Assessing and prioritizing multiple tasks and demands.

MINIMUM QUALIFICATIONS:

Must possess a high school diploma or GED, and two (2) years paid fulltime clerical accounting experience including bookkeeping, statistical or financial record keeping and working with databases; OR an equivalent combination of education and experience.

LICENSE, CERTIFICATION AND/OR SPECIAL REQUIREMENTS:

Candidates who are selected for appointment may be fingerprinted, if 18 or older; successfully complete a background investigation, employment verification and may be subject to a drug/alcohol test, medical, polygraph and/or psychological evaluation. Candidates who are appointed will be required to possess a valid driver's license to operate a vehicle in Arizona, or meet the transportation needs of the position.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment. May require frequent sitting and continuous operation of a personal computer. May be required to perform a full range of motion with lifting and/or carrying items weighing up to 25 pounds.

Adopted:

Formerly: Account Clerks II; Senior Accounts Clerk

Revised: 2007; Aug 2011; Nov, 2014; Oct 2016