

**REPORTS TO:** Finance Director  
**CLASSIFICATION:** Full-time regular  
**DATE APPROVED:** February 12, 2019

**DEPARTMENT:** Finance  
**FLSA STATUS:** Non-exempt



### **JOB SUMMARY:**

The Accountant Technician I is responsible for routine financial record keeping, and clerical duties of the Finance Department and serve as the backup to the Customer Service Representative as needed. This position requires excellent customer service, a high degree of attention to detail, the ability to manage multiple deadlines in a fast-paced environment and work under general supervision.

### **POSITION CONTEXT:**

This position requires the employee to work a 40 hours workweek with occasional overtime. The position is expected to work indoors and experience extensive contact with customers in person and over the phone. This position routinely handles confidential information and will operate a cash register. This position may require the ability to work overtime outside of normal business hours including evenings and weekends as necessary.

### **ESSENTIAL FUNCTIONS:**

- Assists the general public and employees in a courteous, responsible and professional manner. Provides routine information regarding utility billing and the procedure for establishing or terminating services.
- Posts adjusting entries and reconciles accounts; monitors budget status of accounts; reviews submitted accounting documents; and posts adjustments or forwards errors/misstatements to applicable parties for resolution.
- Analyzes and processes fixed asset purchases; reviews expenditure pay out for any purchases affecting fixed assets. Notifies insurance of any capital expenditure and other related agents.
- Accepts revenues for City billings, including utility billing and various permits.
- Collects and receives utility bill payments, licenses and other transactions from the general public including cash, check, credit and other payment types.
- Serves as back up for payroll.
- Operates cash register, balances cash drawers and prepares cash reports according to established procedures.
- Assists in the preparation of daily receipts for bank deposits to include tallying daily money receipts, posts totals to daily work sheets, makes out bank deposit slips for deposit
- Operate multi-line telephone system.
- Provides backup assistance to Customer Service Representative and Business License Clerk as needed.

### ***Accounts Payable (AP):***

- Prepares invoices for approval. Processes check requests and purchase orders. Enters data into computer system.
- Processes purchase requisitions. Keys in data, checks for accuracy and fund availability. Distributes purchase orders to appropriate departments.

- Sorts daily mail, directs invoices for standing purchase orders to the appropriate departments and reviews all statements for accuracy and current balances.
- Prepares and processes manual checks as needed, mails and files copies with the supporting documentation.
- Disburses petty cash, replenishes the fund as needed and prepares reconciliation reports.
- Prepares check requests for utility and postage meter accounts.
- Deals with vendors on a daily basis and answers all vendor inquiries.
- Prepares accounts payable files for auditors and storage.
- Assists with related special projects, in monthly closings and other miscellaneous office duties as required by immediate supervisor.

***Accounts Receivable (AR):***

- Compiles monthly bank reconciliations for cash accounts; reconciles bank statement balance to checkbook balance and to monthly trial balance.
- Reconciles various accounts; contractors' deposit accounts, miscellaneous income reimbursed expenses, and AR invoices.
- Assist in preparation of financial reports and audits.

**OTHER JOB FUNCTIONS:**

- Ability to effectively handle citizen concerns while being professional and courteous.
- Ability to work independently with minimal supervision while exercising good judgment and initiative.
- Knowledge of bookkeeping and accounting principles and procedures.
- Demonstrated ability to handle confidential records.
- Ability to develop and maintain collaborative working relationships with all levels of staff, management, elected officials, agencies, vendors and the general public.
- Maintains required departmental documentation, filing system and public informational materials.
- Ability to type/enter data accurately at a working rate of speed, make accurate and rapid calculations and maintain files in filing system per procedures.
- Working knowledge of general office procedures and practice, data entry, word processing (Microsoft Word/Excel), and operating a calculator.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Strong knowledge of accounting principles and financial record keeping.
- Possess high attention to detail and accuracy while processing financial transactions.
- Demonstrates ability to work independently with minimal supervision while exercising good judgment and initiative.
- Ability to develop and maintain collaborative working relationships with all levels of staff, other departments and general public.
- Ability to multi-task and work under pressure with constant interruptions and within short timeframes.
- Must have strong organizational and time management skills.
- Must have strong verbal and written communication skills, using English language.
- Ability to understand, follow verbal and written instructions and respond to questions from internal and external customers.

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Knowledge of standard cash handling practices including ability to make change without a cash register.
- Knowledge of financial record keeping tasks and office terminology, procedures and equipment.
- Knowledge of business arithmetic.
- Excellent customer service skills, including tact and common courtesy.
- Knowledge of modern office procedures, methods and computer equipment.
- Ability to handle confidential/sensitive matters in a professional manner.
- Must have the ability to maintain professional composure and take reasonable action when confronted with difficult situations.
- Ability to work effectively as a team player, take the initiative and make constructive recommendations to improve overall departmental efficiency.

**MINIMUM QUALIFICATIONS:**

## Education:

- High school diploma or general education degree (GED).
- Valid GA Driver's License.

## Experience:

- Minimum of two-years office experience and/or training
- Recent experience municipal accounting required.
- Minimum of one-year of customer service experience.
- Previous cash-handling experience strong desired.
- Working knowledge of MS Office (Word, Outlook and Excel). Previous experience or the ability to gain proficiency with financial and cash register systems required.

**WORKING CONDITIONS/PHYSICAL REQUIREMENTS:**

- Duties are performed primarily in an office setting and will routinely transition from sitting to a standing position. Tasks will involve extended periods of time at a keyboard, work station and front counter. The person in this position needs to move about inside the office to assist the public at the front counter, access file cabinets, office equipment, etc.
- The position will have frequent contact with others and may require prolonged periods of concentration and the ability to cope with numerous interruptions and changing priorities. Physical ability to hear ordinary conversation, such as questions from the public, as well as other sounds, such as the telephone ringing, etc.
- This position may pick-up mail from outdoor drop box, sort and deliver to centralized work area. This position may carry items weighing up to 10 pounds.

**EQUIPMENT USED:**

- General office equipment including computer, scanner, printer, copier and telephone.
- Cash-register and calculators.

**STATEMENT OF OTHER DUTIES DISCLAIMER:**

*The preceding job description does not constitute an employment contract. It has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this position. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job. Incumbent will perform other duties as assigned by immediate supervisor.*