

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

DEPARTMENT: Finance
FLSA STATUS: Non-exempt



JOB SUMMARY:

The Accountant Technician II performs responsible municipal accounting in support of utility billing and payroll functions. The Accountant Technician II works closely with the Director of Finance and all City Departments while performing general accounting functions including financial planning and reporting. This position, supervises Customer Service Representative and the and Business License Clerk in daily operations including scheduling work flow, setting goals and priorities and conducting performance evaluations. 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.
- Performs a variety of accounting duties, such as bookkeeping, data entry, and general financial support functions.

Utilities

- Under the direction of the Director of Finance, provide daily management and oversight of Utility accounting functions.
- Process and reconcile monthly utility billing cycle.
- Provide monthly regulatory reports and file sales tax return.
- Assist in preparation of financial reports and audits related to Utility Accounts.
- Balance cash register, balances cash drawers and prepares cash reports according to established procedures.
- Operate multi-line telephone system.
- Oversee collection of utility bill payments, licenses and other transactions from the general public including cash, check, credit and other payment types.
- Assign task such as cutoffs and new services to Customer Service Representative.
- Oversee assessment of late fees on utility accounts, issue new sanitation containers and list of bulk pickups.
- Provides backup assistance to Customer Service Representative when needed.

Payroll:

- Plans, coordinates and completes the City's payroll. Keeps current with all tax and pension regulations and properly records employee changes according to Employer's Tax Guide (Circular E).
- Maintains and processes spreadsheet of gross income, deductions and net income from payroll reports. Prepares payroll checks and appropriate forms for withheld taxes. Authorizes payroll checks with signature stamp. Updates labor distribution to the ledger.
- Keeps current with all changing tax and pension laws as well as regulations concerning payroll administration. Continuously seeks efficiencies in payroll processing.
- Prepares monthly payroll journal entries.
- Administers direct deposit ACH information for City employees.
- Ensures payroll taxes are calculated correctly and sent to the appropriate state and federal agency within the required statutory time frame.
- Completes and reconciles the 941 (federal) and 501 (state) reports according to specified deadlines. Stays current with changes to the filing processes.
- Completes W2 forms according to established federal guidelines.

Supervisory:

- Supervise daily activities of Customer Service Representative and Business License Clerk.
- Train and evaluate performance of Customer Service Representative and Business License Clerk.

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 with emphasis on payroll.
- 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.
- Excellent customer service skills, including tact and common courtesy.
- 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.
- 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:

- Associate degree or at least 60 credit hours from an accredit educational organization.
- Valid GA Driver's License.

Experience:

- Minimum of three-years office experience and/or training.
- Minimum of two-year recent experience administering payroll or municipal accounting required.
- Minimum of two-years of municipal utility billing.
- Minimum of two-year of customer service experience.
- Minimum of one-year of supervisory 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.