

CITY OF CHEHALIS POSITION DESCRIPTION

Class Title: Accounting Technician II
Department: Finance

FLSA Status: Non-exempt
Union Status: Represented
Updated: May 2021

Position descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Descriptions are not intended to reflect all duties performed within the job.

NATURE OF POSITION:

Performs routine and complex accounting, technical, clerical, and administrative work in the areas of accounts payable, accounts receivable, cash receipting, and payroll.

SUPERVISION RECEIVED:

This position works under the general supervision of and reports to the Finance Director.

SUPERVISION EXERCISED

None generally. May train or provide direction to other staff as assigned or required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following tasks are typical for positions in this classification. This list is intended only to illustrate the various types of work that are typical for position in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here.

- Process accounts payable. Verify invoices, claims and voucher, advance travel, and reimbursement requests for proper approval, coding and supporting documentation prior to payment. Generate checks and ACH payments and related reports. Prepare city council agenda reports relating to vouchers and transfers.
- Responsible for the maintenance of accounts payable vendor files including Form W-9s and Vendor ACH enrollment forms.
- Responsible for maintenance of accounts payable, accounts receivable, and cash receipt records according to the State of Washington Records Retention schedule.
- Administer the City's credit card program, including reconciling statements and processing credit card payments in a timely manner.
- Responsible for preparation and filing of annual Form 1099s.
- Update and reconcile cleared checks and outstanding checks to the bank statement.
- Maintain a daily cash balance; balances cash on hand against receipts; prepares and balances deposits; makes receipt entries to general ledger, examine receipts for accuracy and completeness; deposits monies into bank; reconciles bank statements; remits state monies.
- Perform other accounting tasks including reconciling prepaid postage permit accounts and preparing journal entries for assigned areas.
- Prepare quarterly reports on telephone utility tax revenues for Finance Director.
- Serve as disaster assistance relief cost coordinator and prepare state forms.
- Maintain housing rehabilitation/small business loan payment records and handles loan payment servicing.

- Verify property and vehicle insurance coverage and processes payment.
- Identify, trace, and otherwise resolve discrepancies in accordance with established procedures.
- Prepare periodic utility, financial, statistical, or operational reports as assigned.
- Maintain employees' vision insurance benefits plan claims and payment records - retains records, processes payments, prepares annual report.
- Maintain inventory and prepares orders for various office supplies and postage machine.
- Prepare, process, and collect miscellaneous billings (e.g., false alarms).
- Prepare quarterly letters and affidavits and maintains records related to outstanding checks. Prepare and submits yearly report of unclaimed property to the Washington State Department of Revenue.

OTHER DUTIES

- Provide clerical support to the Finance Director and back up to the Accountant.
- Compose, inputs, and edits a variety of correspondence, reports, memorandum, and other material requiring judgment as the content, accuracy, and completeness.
- Provide customer service including directing inquiries and issues to the appropriate department.
- Follow all applicable safety rules and procedures.
- And such other related tasks, duties, and responsibilities as assigned.

REQUIRED QUALIFICATIONS

Education and Experience:

- Graduation from high school or GED equivalent with specialized course work in general office practices such as typing, accounting, and data processing.
- Two years of increasingly responsible related experience; or
- In place of the above requirements, any combination of education and experience that provides the applicant with the required knowledge, skills, and abilities to perform the job may be considered as qualifying.

Licenses, Certifications and Other Requirements:

- Must possess a valid Washington State Driver's License with good driving record. Out of state applicants must possess valid license for state of residence and must obtain valid Washington State Driver's License within 30 days of appointment.
- Must successfully satisfy a background investigation.
- Must be bondable.

Knowledge Of:

- Working knowledge of computers and electronic data processing.
- Working knowledge of modern office practices and procedures.
- Working knowledge of governmental accounting principles and practices.
- Working knowledge of Budgetary Accounting and Reporting Systems (BARS)
- Working knowledge of generally accepted accounts payable, accounts receivable, and cash receipting procedures

Ability To:

- Maintain regular, predictable, reliable attendance during scheduled hours.
- Operate a personal computer, including spreadsheet, database, applicable financial software, and Microsoft applications (Excel and Word).
- Applying generally accepted accounting principles to transactions, record keeping, and control procedures.
- Establishing effective working relationships
- Anticipating, prioritizing, and projecting workloads and tasks and time management
- Efficiently and consistently perform the responsibilities of the position.
- Meet the physical demands of the job and perform essential job functions.
- Fluently read, write, and comprehend the English language, using proper grammar, spelling, and punctuation.
- Work confidentially with discretion.
- Communicate detailed information and recommendations effectively, both orally and in writing.
- Perform basic arithmetic computations and data entry functions accurately.
- Problem solving.
- May be required to work weekends and before or after normal working hours.

MACHINES, TOOLS AND EQUIPMENT USED IN PERFORMING ESSENTIAL JOB FUNCTIONS

- Personal computer, including word processing and spreadsheet software, calculator, telephone, copy machine, and fax machine.
- Operate motor vehicle.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Work is performed mostly in an office setting. Hand-eye coordination is necessary to operate computer keyboard, software, and various pieces of office equipment.

While performing the duties of this job, the employee frequently is required to talk or hear, sit, use hands to handle, feel, or operate controls, and reach with hands and arms. The employee occasionally is required to stand, walk, bend, kneel, crouch, crawl, or climb stairs and ladders..

The employee occasionally must lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Exposure to Hazards and Atmospheric Conditions include household cleaning supplies and/or basic office supplies (e.g. copy machine toner), fumes, dust, noise, and vibration.

Duties will be performed primarily at the finance department and may include other city and county offices as needed. The work is primarily performed while sitting in an office environment.

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The duties and responsibilities listed above are intended to be illustrative only of the type of work performed. The omission of other specific duties does not exclude them from the requirements of the position if they are similar, related, or logical assignments to the position.

The position description does not constitute an employment agreement between the City and the employee and is subject to change by the City as its needs and the requirements of the job change.