



## JOB DESCRIPTION

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<b>Title:</b>	Accounting Technician II-Utilities	<b>Department(s):</b>	Finance
<b>Reports to:</b>	Finance Director	<b>Location:</b>	Municipal Building
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	Schedule II, B
<b>Shift:</b>	Day	<b>Status:</b>	Half-Time
<b>Bargaining Unit:</b>	AFSCME 1145 (Library & Clerical)	<b>Date:</b>	May 2011

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### JOB SUMMARY

This position performs a variety of skilled, para-professional accounting duties for a specific area requiring a general knowledge of established bookkeeping and accounting principles and procedures.

Perform recurring and moderately complex clerical accounting assignments in accordance with standard operating procedures and precedents, specifically, but not limited to, the area of utility billing, accounts receivable and accounts payable.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary.*

- Process meter reading data; prepare and mail utility bills; maintain current customer account files; and assist in reconciling utility billing activity with general ledger.
- Administer (billing and collection) revenues for water, sewer, and storm water customer billing calculation, collection, categorization, and provide summary reports.
- Maintain deferred payment system for slow-paying customers and aggressively pursue collections, within limits set by the Public Services Commission.
- Process work orders for utility disconnections, reconnections, new orders, and other utility service requests. Pursue collection of delinquent utility accounts, including preparation and mailing of final notices, shut-off and turn-on orders, establish and monitor payment schedules, customer follow-up account research and annual tax certification of unpaid accounts.
- Assist in collection of municipal revenues, including ambulance payments, dog license fees, liquor license fees, real estate taxes, personal property taxes, special assessments, mobile home parking fees, court fines, attraction tickets, and dog park licenses.
- Provide administrative support to the Water Superintendent, Wastewater Superintendent and Streets Superintendent including but not limited to: letters, memos, correspondence and other materials, etc.
- Develop and maintain office forms and procedures; operate listed office machines as required; and process requisition forms for Department.

- Answer and transfer incoming telephone calls, and provide accurate information to the public about routine, non-routine and technical information and City programs and policies. Receive and assist visitors at City Hall, including answering questions and basic customer relations; responds to inquiries from employees, citizens and others and referrals, when necessary, to appropriate persons. Receive telephone calls and citizen visits concerning utility billings or services; handles questions and matters of a more technical nature; and respond to citizen requests and complaints.
- Perform a variety of clerical functions as needed to accomplish work routines as follows, including filing; posting and or logging information to manual or automated records; processing mail; ordering supplies; duplicates and distributes materials; collating and assembling documents; photocopying, scanning and faxing documents.
- Accounts payable
  - Process invoices, receive requisitions from City departments
  - Analyze accounts payable coding for accuracy.
  - Prepare vendor checks

**SUPERVISION RECEIVED AND/OR EXERCISED**

- Work under general supervision, performing most job duties independently. Opportunity to vary work steps and in deciding appropriate procedures, guidelines and methods to apply exists, and end results are reviewed. Has prior related work experience, but is broadening knowledge base while gaining full understanding of associated policies and procedures. Employees prioritize their own work, manage their time effectively and respond to many questions independently.
- No formal supervisory responsibilities.

**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.*

**Education and/or Experience**

- High school graduation or equivalent. Equivalent to an Associate’s Degree from an accredited school with course work in Accounting, Finance, Public Administration, or a closely related field, preferred.
- Two (2) to three (3) years of increasingly responsible related experience, preferably in governmental accounting or any equivalent combination of related education and experience that provides requisite knowledge, skills and abilities for the position.

**Language Skills**

- Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiate, measure, copy, record and transcribe data and information. Ability to classify, compute, tabulate, and categorize data.
- Ability to persuade, convince, and/or train others. Ability to advise and interpret how to apply policies, procedures and standards to specific situations.
- Ability to utilize a variety of advisory data and information such as code manuals, City ordinances, directories, State statutes, procedures, guidelines and non-routine correspondence.
- Ability to communicate orally and in writing with City personnel, Department personnel and City residents.

**Mathematical Skills**

- Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships. Ability to interpret basic descriptive statistical reports.
- Knowledge of accounting principles and practices.
- Apply bookkeeping and fundamental accounting principles to the maintenance of account records and statements.
- Analyze and interpret financial data and develop recommendations to improve routines and procedures in area of assignment.
- Complete arithmetical computations accurately and rapidly.
- Ability to perform cashier duties accurately.

### **Reasoning Ability**

- Ability to use functional reasoning in performing influence functions.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.
- Ability to work well under pressure and handle stressful situations, to organize work and set priorities, managing time and resources to meet deadlines and changing demands within the entire operation of administrative services, perform duties with a minimum of supervision.

### **Other Qualifications**

- Proficiency in typing; 10 key calculator; computers and electronic data processing; Microsoft Office, including Word and Excel.
- Working knowledge of modern office practices and procedures; and general accounting software preferred.
- Ability to effectively meet and deal with the public.
- Ability to work effectively in cooperation with fellow employees as a member of the administrative staff team.
- Ability to work in and maintain an environment that deals with sensitive and confidential information.

### **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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.
- Specific vision abilities required by this job include close vision, ability to adjust focus, and the ability to sustain prolonged visual concentration.
- Requires the ability to operate, maneuver and or provide simple but continuous adjustment on equipment, machinery and tools such as computer and other office machines, and or materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movements such as typing and to operate various pieces of office equipment.

