

ACCOUNTING TECHNICIAN

General Statement of Duties

Performs responsible administrative and fiscal work in support of the general Town administration, accounts receivable and accounts payable, and other customer services.

Distinguishing Features of the Class

An employee in this class is responsible for providing reception, customer service, and accounts receivable and payable work for the Town. The fiscal work requires close attention to detail and accuracy in entering data and handling cash collections. Work also includes preparation of records and reports for various staff, and other general administrative support. Work involves heavy public contact functions and coordination with other departments within the Town's organizational structure. Work also requires considerable knowledge of the Town's customer service policies and field activities. Considerable tact and courtesy are required in these public contact functions. Work is performed under regular supervision and is evaluated through conferences, by review of appropriate records and reports, and the accuracy and thoroughness of assigned responsibilities.

Duties and Responsibilities

Essential Duties and Tasks

Serves as telephone and visitor receptionist for Town Hall; directs visitors and calls to proper location; answers incoming calls for general Town government; provides general information to citizens regarding Town services; forward calls to proper location; takes messages when necessary; handles email requests from citizens to the Town; opens and distributes mail.

Performs accounts payable for the Town; reviews invoices and performs data entry to prepare accounts payable checks; prints and reviews checks; maintains vendor files; prepares purchase orders.

Collects incoming revenue from customers and various fees, taxes, privilege license fees, beach permits, parking permits, and other sources; inputs some collections into computer system.

Answers complaints from citizens, researches problems, and renders decisions or answers to their questions; refers precedent setting issues to higher level management for advice and consultation.

Reconciles daily cash receipts with data entry by revenue account; prepares various logs and reports as needed; maintains petty cash and related records.

Manages the schedule for Town room usage such as Board Room, Conference Room, etc.

Additional Job Duties

Assists and backs up other staff.

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Working knowledge of local policy and procedures regarding Town services and departments.

Working knowledge of standard operating practices involved in modern office operation and serving the public.

Working knowledge of computer software including word processing, financial packages, and their application to collections and accounts payable, and to general administrative support.

Working knowledge of paraprofessional accounting principles and practices.

Skill in collaborative conflict resolution.

Ability to deal effectively with the public in a tactful and effective manner.

Ability to create and maintain accurate records, reports, and files in support of a customer oriented operation.

Ability to operate calculator, computer terminal, typewriter, cash register, and related office equipment.

Ability to establish and maintain effective work relationships.

Accuracy in the entry of data and compilation of records.

Physical Requirements

Must be able to physically perform the basic life operational functions of stooping, kneeling, crouching, reaching, standing, walking, pulling, fingering, grasping, feeling, talking, hearing, and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Must possess the visual acuity to work with data and figures, operate a computer terminal, and work with detailed use of the eyes.

Desirable Education and Experience.

Graduation from high school, supplemented by courses in business or accounting, and experience in general administrative support and/or a collections paraprofessional accounting experience involving heavy public contact; or an equivalent combination of education and experience.