

**City of West Richland
Job Description**

Job Title: Accounting Technician
Department: Finance
Reports To: Finance Director
FLSA Status: Non-Exempt
Prepared By: Jessica Platt, Finance Director
Approved By: Brent Gerry, Mayor
Approved Date: November 14, 2017
Revised: May 29, 2018

Summary

Under the general direction of the Finance Director, this position performs accounting and administrative support tasks. Duties include accounts receivable, reconciliation of accounts and cash receipts, and preparation of reports and spreadsheets. Additionally, will provide customer service over the phone and at the front desk, including cashiering as needed. Serves as back-up to the Accounting Technician/Accounts Payable.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

All aspects of accounts receivable including:

- Accurate and timely invoice preparation and distribution;
- Processes past due notices;
- Monthly reconciliation and report preparation; and
- Tracking delinquent payments and collections.

Daily cash reconciliation.

Reconciliation of city fund accounts.

Assist in the preparation of financial reports.

May assist with payroll preparation and utility billing

Prepare and edit letters and correspondence, administrative reports, presentations and other documents.

File department correspondence and records.

Researches and analyzes technical data.

Supervisory Responsibilities: This job has no supervisory responsibilities.

Qualifications

Knowledge of:

- Cash basis accounting and budgeting, accounting and reporting standards (BARS) preferred.
- Laws, rules and regulations related to municipal accounting.
- Preparation of financial budgets, statements, and comprehensive accounting reports preferred.
- Internal control standards.
- Must be proficient in Word, Excel and PowerPoint.
- Interpersonal skills using tact, patience, and courtesy.
- City organization, operations, policies, and objectives preferred.
- Operation of a computer terminal and general office equipment.

Ability to:

- Review and evaluate complex data for accuracy.
- Communicate effectively both orally and in writing.
- Read, interpret, apply and explain rules, regulations, policies, and procedures.
- Create detailed spreadsheets as required.
- Collect, organize, and analyze data from multiple sources and prepare reports and other documents.
- Demonstrate high level of accuracy in processing accounts payable and reports.
- Establish and maintain cooperative and effective business relationships with co-workers and the general public.
- Plan and organize work.
- Meet schedules and timelines.
- Type with speed and accuracy.
- Work independently from general instructions and broad work expectations.

Education and/or Experience

Minimum Criteria:

Graduation from a 2-year college or university program related to accounting or business preferred.

Two years of progressively responsible related work experience which includes accounting transaction processing and verification, or any equivalent combination of education and experience.

Preferred Criteria: *(In addition to Minimum Criteria)*

Washington State governmental accounting experience.

Bachelor's degree in accounting, finance or business.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Core

Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.

Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.

Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.

Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.

Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

Customer Service – Employee must be able to work in situations with hostile customers while maintaining tact and professionalism and adhering to prescribed departmental policies and procedures. Must also work effectively with elected officials, staff and vendors.

Interpersonal Skills – Confidentiality is required due to the sensitive nature of some documents or messages. A high level of integrity is required to maintain objectivity in dealing with customers and City employees.

Oral Communication – Effective communication skills are essential due to the variety of public interfaces required for this position. Must be able to represent personal view or position, but be flexible and able to carry out actions which may contrast with personal preference.

Written Communication – Writes clearly and informatively; edits work for spelling and grammar; presents numerical data effectively; able to read and interpret written information.

Teamwork – Balances team and individual responsibilities; exhibits objectivity and openness to others' views; contributes to building a positive team spirit.

Organizational Support – Follows policies and procedures; supports organization's goals and values. The position requires frequent interaction with the general public and City staff, and elected officials.

Judgment – Exhibits sound and accurate judgment; includes appropriate people in decision-making process; makes timely decisions.

Motivation – Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence; takes calculated risks to accomplish goals.

Initiative – Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offers help when needed.

Planning/Organizing – Must be able to understand, relate and contribute to strategies to improve communications and service. Prioritizes and plans work activities; uses time efficiently.

Professionalism – Must be able to interact with others using tact, patience and courtesy. The individual in this position must maintain a customer service orientation, be courteous and diplomatic in the exchange of information, and present a positive image of the City to its customers.

Quality – Demonstrates accuracy and thoroughness.

Adaptability – Adapts to changes in the work environment.

Attendance/Punctuality – Is consistently at work and on time; ensures work responsibilities

are covered when absent.

Language Skills

Ability to read and interpret documents such as codes, rules, regulations, policies and procedures. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

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 regularly required to sit and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, peripheral vision and 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.

The noise level in the work environment is usually moderate.