

POSITION DESCRIPTION

Class Title: Accounting Tech-AR

Job Code Number: AS 2

Department: Finance

Grade Number:

Date: October 19, 2022

GENERAL PURPOSE

Performs a variety of clerical tasks while performing necessary duties for the day-to-day operations of the Finance Division, managing the accounts receivable receipting and billing duties for external departments.

SUPERVISION RECEIVED

Works under the general supervision of the Assistant Finance Director

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serves as the direct contact to the finance division by providing general information, preparing letters, memos, or other forms of communication regarding the office, managing copier daily, and other office duties.
- Answer multi-line telephone, direct calls, or take messages.
- Distributes incoming/outgoing mail, daily.
- Receipts revenues from outside vendors and various city departments by processing daily cash payments and collection of delinquent debts
- Responsible for receivables scanning, filing, and record retention.
- Responsible for Accounts Receivable monthly and annual billing requirements based on current receivable rates that are set by ordinances or contracts.
- Maintains office inventory and orders supplies, as needed.
- Receipt & disburse petty cash based on internal policy.
- Create direct deposit file for monthly golf memberships.
- Maintain QuickBooks records for Landfill and Golf Course billing and record keeping.
- Assist with other duties assigned by Assistant Finance Director

PERIPHERAL DUTIES

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED equivalent, with specialized course work in general office practices such as typing, accounting, data processing, and
(B) two (2) years of increasingly responsible related experience, or
(C) any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

Must be proficient in Microsoft Office with intermediate skills in Excel and Outlook.

A working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; working knowledge of governmental accounting principles and practices.

Skill in operating office equipment; to include copiers, fax machines, multiline telephones, binders, computers, printers, postage machine and other office related equipment.

The ability to perform arithmetic computations accurately and quickly; the ability to communicate effectively, both verbally and written; the ability to establish successful working relationships; and the ability to work under pressure and with frequent interruptions.

SPECIAL REQUIREMENTS

Must be bondable.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software; central financial computer; 10-key calculator; phone, postage machine, fax and copy machines.

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 accommodation may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of the job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk; use hands to operate, finger, handle or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision 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 essential functions.

The noise level in the work environment is usually moderately quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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

Approval: _____
Supervisor

Approval: _____
Appointing Authority

Effective Date: _____

Revision History: _____