

## **CITY OF SPOKANE VALLEY POSITION DESCRIPTION**

Class Title: Accounting Technician  
Department: Finance  
Division: NA  
Date: June 20, 2012

Job Code Number: 520  
Grade Number: 12  
FLSA Status: Non-Exempt  
Location: City Hall

### **GENERAL PURPOSE**

Perform a variety of regular and recurring clerical, accounting, and administrative tasks in accounts payable, purchasing, accounts receivable, payroll and cash receipting.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Finance Director and Accounting Manager according to a relatively fixed work routine.

### **SUPERVISION EXERCISED**

None generally. May occasionally supervise seasonal or temporary staff as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### Primary Duties for Accounts Payable and Purchasing Function

- Process invoices for payment. Assign appropriate BARS account numbers where needed and review pre-coded purchase orders. Assure proper approvals, vendor information, and supporting documentation are present prior to processing payments.
- Assist in the general purchasing process of the City including inputting purchase order information for departments including posting and balancing.
- Prepare and process requisitions or purchase orders when needed.
- Process credit card transactions and reconcile related monthly statement.
- Maintain vendor information in financial software including entering new vendors, merging and obtaining W-9 forms.

#### Primary Duties for Payroll Function

- Prepare and process payroll information within computer system and issue payroll checks on a semi-monthly basis including accurately calculating employee benefits and deductions.
- Maintains accurate records on all employees including changes in name or address, salary changes, exemptions, and insurance.
- Maintain vacation and sick leave records.
- Prepare monthly, quarterly, and annual payroll reports.
- Prepare employee benefit payments and related reports.
- Identify, trace, and otherwise resolve discrepancies in accordance with established procedures.

### Cash Receipting

Following established policies and procedures, accept cash receipt information from City departments on a daily basis, balance cash on hand against receipts and prepare and balance deposits, deposit cash into bank. In the case of select revenue sources this position will also log and track data related to the sources of income.

### **PERIPHERAL DUTIES**

- Working with other Finance Department Staff will assist in the annual grant process that leads to awards for Outside Agencies and Lodging Tax recipients.
- Provides clerical support to other department staff as required.
- Composes, inputs, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
- Will at times serve as a back-up to other positions within the Department or City.
- Performs other work as assigned.

### **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

(A) Graduation from a high school or GED, supplemented by two (2) years of post-secondary training in accounting, bookkeeping or closely related field. Must have completed at least 2 quarters/semesters of accounting that are the equivalent of the courses below

- Principles of Financial Accounting
- Principles of Managerial Accounting,

and

(B) Three (3) years of increasingly responsible related experience, or

(C) An equivalent combination of education and experience may be considered.

Necessary Knowledge, Skills, Abilities, and Other Traits:

(A) Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; working knowledge of generally accepted accounting principles, practices, and procedures (GAAP) and budgeting, accounting and reporting systems for municipalities (BARS) including data processing systems and their relationship to and use in accounting. Must possess a working knowledge of the relationship between financial records and the underlying documents.

(B) Skill in operating listed tools and equipment. Skill in entering data into a computer in an accurate and efficient manner. Skill in keyboarding.

(C) Ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to establish successful working relationships; ability to work under pressure and/or frequent interruptions. Ability to enter data quickly and accurately. Ability to organize and prioritize work assignments. Ability to use a personal computer with associated software and peripherals. Ability to maintain confidentiality of information. Ability to analyze program details in order to identify and apply significant data

in preparing financial recommendations and reports, including graphics. Ability to communicate effectively both orally and in writing. Ability to manage multiple priorities.

(D) A key value of the City is customer service. This position requires considerable knowledge, ability and skill in the principles and practices of excellent customer service as practiced in both the private and public sectors. It requires the ability to effectively meet and deal with the public; the ability to handle stressful situations; the ability to greet and respond to customers in a friendly, pleasant and professional manner using appropriate inflection, grammar and syntax; the ability to establish and maintain effective working relationships with employees, supervisors, and the general public; the ability to maintain a professional, courteous, and pleasant demeanor in difficult and stressful situations; and the ability to diplomatically deal with difficult people. A willingness to expend extra effort to help the public find answers or information relative to their inquiry or complaint is expected.

### **SPECIAL REQUIREMENTS**

Must be bondable. Valid Washington State driver's license.

### **TOOLS AND EQUIPMENT USED**

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

### **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 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 the 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: \_\_\_\_\_  
Human Resources Manager

Approval: \_\_\_\_\_  
City Manager

Effective Date: 6/20/2012

Revision History: 6/20/2012  
6/30/2006  
5/13/2003