

CITY OF ANACORTES

supercedes all previous versions 04/05/04

Position Description

JOB TITLE: Accounting Technician I

CLASSIFICATION: Non-exempt

DEPARTMENT: Finance

REPORTS TO: Finance Office Manager

PRINCIPAL PURPOSE OF JOB: This position is responsible for a variety of accounting and clerical activities, such as recording, processing and summarizing financial information. This position is responsible for detailed and accurate data entry. This position requires strong customer service skills and the ability to communicate in person, on the phone, via e-mail & the Internet and through informational documents.

LEVEL OF AUTHORITY: Performs routine duties independently in accordance with established and general policies and procedures requiring regular interpretation. Is responsible for sound judgment, thoroughness and competence, where failure to perform effectively and efficiently could have serious impact on municipal operations, public relations and the efficient use of resources.

WORK ENVIRONMENT: Most of the work is performed in a fast-paced office setting with frequent interruptions and with the need to deal with a great diversity of people. Some work is performed at meeting rooms in the community. Occasional needs to pick up or deliver items in the community or to other City departments.

ESSENTIAL JOB FUNCTIONS

1. **Public Relations:** Maintain excellent public relations through communications with public and other departments and agencies. Ability to work effectively and productively with others. Ability to answer telephone and direct phone calls to the appropriate department. Work with other City departments on aligning procedures and actions and communications. Communicate with customers in person, on the phone, via e-mail & the Internet and through informational documents. Respond to public inquiries in a professional and courteous manner and within the scope of knowledge to provide information regarding all aspects general community resource information, and city policies; refer inquiries to appropriate departments/ personnel or other agencies as needed.
2. **Financial:** Perform a wide range of accounting and clerical functions. Balance payment stubs and checks for receipting. Audit purchase order to invoices. Back up cashier when necessary.
3. **Data Entry:** Perform wide range of data entry, i.e. scheduling the use of meeting rooms, car pool scheduling.
4. **Mail Distribution:** Collect and distribute mail. Coordinate shipping.

5. Attendance: This is a fulltime position that requires regular, reliable, and punctual attendance.

ADDITIONAL JOB FUNCTIONS

1. May perform portions of the work of higher classified positions, as assigned.
2. May perform duties of similar complexity in any City department, as assigned.

QUALIFICATIONS AND CAPABILITIES

Technical

1. Must have an understanding of accounting principles demonstrated by one year experience in customer service or accounting position in a comparable environment
2. Prefer at least a high school education or equivalent continuing education.
3. Must have ability to work independently in a multi-tasking customer service setting.
4. Must type 40 wpm with accuracy.
5. Must be able to perform accounting and mathematic computations with a high degree of accuracy.
6. Must be familiar with standard office equipment including personal computers and word processing, spreadsheet, and database software and be able to learn and implement City of Anacortes specialty software systems and procedures.
7. Must be bondable.
8. Must possess a valid Washington State Driver' License

A combination of training and experience that provides the requisite skills and abilities may be considered.

Physical

1. Ability to occasionally lift, carry, and put away parcels weighing up to 30 pounds.
2. Ability to stand, walk, and drive as needed throughout the day.
3. Ability to sit and use computer workstation, including keyboard and visual display terminal, for extended periods of time.
4. Finger, hand, and wrist dexterity.

Other

1. Ability to communicate effectively, patiently and courteously.
2. Ability to handle multiple activities or interruptions at once and to work positively and effectively within a team or self-directed model.
3. Ability to communicate effectively with diverse, and sometimes irate, individuals and to handle calmly and efficiently situations ranging from routine to emergency.
4. Attention to detail and accuracy.

Use of Tools

Standard office equipment including personal computer, typewriter, two-way radio, multi-line telephone system, fax machine, postage machine, copier, 10-key calculator, cellular phone, and dictation equipment.

OTHER

1. As an absolute condition of employment, employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products of any kind while on the job.
2. The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences of relief, to equalize peak work periods or otherwise to balance the workload.
3. Following an offer of employment and prior to starting work individuals may be required to have a pre-employment physical examination by a physician designated by the City. The City will pay for the examination. Satisfactory clearance to perform essential job functions will be required for employment.

Are you able to perform the essential functions of this job with or without accommodation?

Yes ___ No ___

If testing is required, will accommodation be necessary?

Yes ___ No ___

Signature

Date