

CITY OF ANACORTES **04/05/04 supercedes all previous versions**
Position Description

JOB TITLE: Accounting Technician II
CLASSIFICATION: Non-exempt
DEPARTMENT: Finance
REPORTS TO: Finance Office Manager

PRINCIPAL PURPOSE OF JOB: This position is responsible for a variety of detailed accounting and clerical activities, such as recording, processing and summarizing financial information. 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, setting priorities and scheduling own work 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 of utility billing, general community resource information, and city policies; refer inquiries to appropriate departments/ personnel or other agencies as needed. Perform all accounting tech I job functions as needed
2. **Financial:** Perform a wide range of accounting and clerical functions. Process invoices for accounts payable, print checks, and distribute checks to vendors. Perform banking functions, i.e. deposits, reconciling warrants, and check books. Cash handling.
3. **Data Entry:** Perform wide range of data entry, i.e. equipment rental, payroll timesheets, audit reports.

4. Records Management: Maintain fixed asset records. Issue business and dog licenses. Reconcile fuel purchases and consumption. Assist other departments and the public in gathering information.
5. Attendance: This is a fulltime position that requires regular, reliable, and punctual attendance.
6. Utility Billing: Create, maintain and update utility account information and records as well as general consumption and financial data for statistical purposes. Create monthly and yearly reports and file maintenance for information access. Create reports and gather statistical data on demand using various sources as requested intra- and interdepartmentally. Work with Building department on creating new utility accounts, determining account status, etc. Work with Engineering department on addressing issues. Develop and enhance specific skills and tasks related to job duties. Communicate with property owners, tenants, Title companies, realtors, attorneys and other non-City entities regarding account status and information. Work with financial assistance programs to aid customers facing service disconnection. Create, maintain and update forms and information sheets related to utility services and rates for City departments and public use. Responsible for utility account billing and collection from start to finish. Includes meter reading interface, review of abnormal reads, disconnection warnings for delinquent accounts. Work with Water Maintenance Department to keep accurate meter information, follow-up customer requests, review abnormal consumptions and gather meter reading information for billing. Responsible for specialized and contractual billing for Industrial and wholesale utility accounts. Ability to learn utility billing and meter reading computer software.

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 a solid understanding of accounting principles demonstrated in three to five years of progressively responsible office, customer service, problem solving, and accounting 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