

CITY OF OLYMPIA	DATE PREPARED	7/98
CLASS SPECIFICATION ACCOUNTING TECHNICIAN	JOB CODE	460
	SALARY RANGE	044
	FLSA STATUS	COVERED
	REVISED	N/A

POSITION DESCRIPTION

Function: Under general supervision, uses a comprehensive computer based finance and accounting system to perform complex and routine technical accounting functions and associated clerical support clerical duties.

Essential Function: The information contained in this classification specification is a representative sample of essential and other functions performed in this classification. Specific essential functions are identified for position recruitment or other administrative procedures.

Examples of Duties: (Duties will vary by department assignment). Responsible for the accurate, efficient, and timely receipt, processing, entering, editing, adjustment, and tracking of complex documents and information using a computer based finance and accounting system and/or by manual methods. Maintain computerized files, complex books/manuals, and general ledger accounts. May review transaction coding and classification for accuracy. May prepare, distribute, and track inter-Departmental billing for service, equipment use, labor, supplies, and/or checks. May verify and process checks for the payment of City obligations related to the purchase of supplies and services. May prepare accounts receivable/ payable records, audit/verify invoices and extensions, add encumbrances, compute taxes, compute interest amounts, and compute discounts. May verify claims; research information from financial records; and tabulate/compile budgetary and other financial information. Complete mathematical calculations as necessary. May perform complex, specialized accounting duties related to accounts receivable, accounts payable, purchasing/inventory, account balancing and analysis, internal controls, loan/grant programs, cash receipting/depositing, payroll and/or court services. May provide technical assistance and support to system users by reviewing reports, researching problems, analyzing transactions providing training and instruction, and recommending changes or improvements. May assist in the preparation of financial reports and budget documents. May prepare letters, memoranda, forms, and other material from rough draft, clear copy, or dictating machine tapes. May answer Section or Division telephone, including multiple in-coming lines, and relay messages to the appropriate individual or provide information on the procedures and services of the assigned unit. Operate a variety of office machines.

Contacts: Contacts are primarily with other City employees in relating technical information in response to questions or to verify information. Contacts with the general public include answering the telephone or greeting the public at a counter to provide information pertaining to the procedures and services of the assigned work unit. Some positions may require contact with individuals under stressful conditions, requiring the ability to explain the City's procedures and requirements in a calm, concise, and courteous manner. May also have contact with vendors of various goods and services on a regular basis.

Supervision: None

Accountability: Accounting Technicians are accountable for the accurate and timely completion of tasks. Work is performed according to detailed standard operating procedures requiring the use of judgement in the application of procedures to specific cases.

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Working Conditions: Work is performed in an office with frequent interruptions and occasionally under the stress of competing requests and stringent time lines.

QUALIFICATION GUIDELINES

Knowledge/Skills/Abilities:

- Knowledge of current municipal bookkeeping and accounting practices and principles.
- Knowledge of the State of Washington BARS accounting system.
- Knowledge of computer-based financial and accounting systems.
- Skill in operating a personal computer and standard office programs, such as word processors, data bases, and spreadsheets.
- Skill in operating a variety of office machines.
- Skill in entering data into a computer accurately and efficiently.
- Ability to efficiently operate a computer terminal and data base software programs.
- Ability to type accurately and with sufficient speed to accomplish assigned tasks within given timelines.
- Ability to operate a ten-key adding machine by touch.
- Ability to work independently from general instructions and broad work expectations.
- Ability to communicate information to widely diverse individuals in a courteous manner to present a positive image of the City.
- Ability to perform moderately complex mathematical calculations.
- Ability to communicate detailed information clearly and concisely.
- Ability to maintain sustained attention to detail and work under the pressure of strict timelines.
- Ability to coordinate activities with other work groups to provide a comprehensive service.

Experience/Education: Two years related accounting experience, including clerical support duties, required. AA degree in accounting, bookkeeping, finance, or a closely related field desired.

Special Requirements: Some positions may require program and/or department specific experience, such as Court Services or Payroll.