

**City of Wenatchee  
JOB DESCRIPTION**

*Title:* **ACCOUNTING TECHNICIAN**

*Department:* **FINANCE**

*Reports to:* **Staff Accountant**

*Classification:* **Non-Exempt**

*Affiliation:* **AFSCME Union**

*Date:* **Revised November 2001**

**GENERAL POSITION SUMMARY**

Under direction of the Staff Account, perform a variety of moderately complex accounting, data processing, bookkeeping and clerical functions within the Finance Department. This position rotates between payroll, accounts payable, business license and accounts receivable functions; incumbents must successfully perform each of these three functions. Must possess a working knowledge of the relationship between financial records and the underlying documents.

**ESSENTIAL JOB FUNCTIONS**

- 1) Primary Duties for Accounts Payable Function: Maintain accurate records and files to assist in the areas of expenditure control, budget monitoring and requisitioning, and accounts payable; establish vendor accounts and lists. Prepare and verify invoices, requisitions, purchase orders, payment of invoices and similar documents; process documents involved in financial transactions. Compare, schedule, index and file invoices, vouchers and other records. Reconcile advance travel checking accounts.
- 2) Primary Duties for Accounts Receivable Function: Maintain customer accounts, prepare and monitor accounts receivable invoices, including collection proceedings, business license information and billing. Interpret and provide information relating to the business license ordinance. Prepare State combined excise tax return, maintain and monitor gambling tax and utility tax information. Reconcile medical claims
- 3) Primary Duties for Payroll Function: Prepare and process payroll information within computer system and issue payroll checks. Maintain accurate employee computer records. Prepare miscellaneous Treasurer receipts, verify accuracy of cash receipts, and prepare daily deposit. Maintain cemetery contracts, prepare and file cemetery certificates of purchase and quick claim deeds. Maintain burial and plat book.
- 4) General Requirements for Every Function: Verify subsystems are posted correctly and adjust accounts as needed; prepare documentation for computer input; assist in resolving computer-related problems with posting.
- 5) Other Duties: Act as backup for preparation of LID billing and inquiries. Act as backup for Purchasing Coordinator in absence of Staff Accountant, which includes issuing, and processing purchase orders and maintaining vendor listings. Monitor and maintain changes to citywide telecommunications (phone) system.

### **OTHER FUNCTIONS**

Performs other duties as needed or directed.

### **SUPERVISORY RESPONSIBILITY**

Not a supervisory position, but will assist in training co-workers and temporary employees.

### **INTERPERSONAL CONTACTS**

Work regularly with personnel in Finance and Human Resources via phone, writing or face-to-face contact. Must be able to establish and maintain cooperative and productive interpersonal relations with City staff, vendors, outside agencies and the public, using tact, patience and courtesy.

### **PHYSICAL AND MENTAL CAPABILITIES**

Provide information to other City departments and personnel, vendors and various agencies and outside organizations. Assist others in interpreting account policy and procedures. Communicate effectively with the public and appropriate departments both orally and in writing. Respond to customer inquiries and complaints.

Operate a variety of office machines including computers and related equipment, including calculator, copier, typewriter and other equipment related to assigned activities. Operate Microsoft Office, Excel and Word. Ability to use Washington State Budgeting Accounting Reporting System (BARS).

Able to process numbers, add, subtract, multiply and divide quickly and accurately, organize projects as required; handle multiple tasks and meet schedules and time lines. Understand principles of accounting and moderately complex financial and budgetary record-keeping techniques as well as cashier functions related to all functions of the position.

### **JOB CONDITIONS**

Work is conducted in an office environment at City Hall or other City locations. Able to work more than eight (8) hours a day or forty (40) hours per week as required.

### **EDUCATION AND/OR EXPERIENCE**

Graduation from an accredited high school. Two consecutive college level accounting principles class. Two years of experience in bookkeeping and/or data processing or other clerical work. Washington State driver's license.

***The duties listed above are intended as illustrations of the types of work that may be performed. The omission of specific job 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 contract and is subject to change as the needs of the employer and requirements of the job change.***

***Regular and consistent attendance is a condition of continuing employment.***