



City of Winder

Job Description: Accounting Technician II

Department: Finance Department

Rev 6/15

EEO Function:

Pay Grade: 18

EEO Category: Administrative Support

Status: Non-Exempt

Pay Type: Hourly

Position Number: 1833

I. Chain of Command/ Reports To

Finance Director

II. Job Summary

Under general supervision, the purpose of the job is to perform routine accounting and general administrative support work according to generally accepted standard accounting principles, established administrative procedures, departmental guidelines, and regulatory requirements applicable to the work. Employees in this job classification function at staff level to accomplish assigned functions according to established schedules, calendars, projects, and programs of the department. Work includes verifying bank deposits and balances; audits and verifies purchase requisitions, expense claims, and invoices; verifies invoiced items are received; audits, adjusts, ensures accountability of internal controls; analyzes account codes and makes necessary corrections as advised; audits and verifies reports, and payments for compliance with budget constraints.

III. Essential Duties and Functions

- Handles confidential files and materials.
- Performs a variety of essential record keeping duties, and maintains department record keeping and filing systems and relevant materials appropriate to assigned unit, e.g., payroll, accounts payable, accounts receivable, utility billing, and accounting.
- Performs bookkeeping, scanning, data entry, and maintenance tasks relevant to assigned functional areas, e.g., billing, invoices, accounting records and reports.
- Performs verification and reconciliation tasks for invoices/receipts/balances.
- Performs a variety of cashiering and processes point of sales for municipal court.
- Generates and mails various memos, notices, billings and other financial materials.
- Performs a variety of highly complex and specialized administrative support functions.
- Performs physical processing of records to include labeling and boxing records for permanent or temporary storage.
- Performs a wide variety of computer assignments which may be confidential in nature; operates a computer to enter data.
- Assists with the preparation of financial reports.
- Assists with the resolution of routine administrative and operational problems.
- Assists with the coordinate of purchasing functions and follows up on orders and back orders; assists with maintaining contacts with vendors.
- Disburses City funds upon approval.

- Makes bank deposits.
- Prepares photocopies, facsimiles, and operates a variety of office equipment.
- Responds to a variety of customer service requests.
- Maintains active communication with management and departmental staff to define and perform required tasks.
- Communicates with other departments and public agencies for the dissemination of information.
- Performs related duties as assigned.

IV. Knowledge, Skills, and Ability:

- Knowledge and Ability to perform excellent customer service.
- Knowledge of payment collections.
- Knowledge of general office practices and procedures.
- Knowledge of generally accepted standard accounting principles, established procedures, departmental guidelines, and regulatory requirements applicable to the work.
- Advance knowledge of Microsoft Word and Excel.
- Knowledge of Customer service techniques, practices and principles.
- Knowledge of Principles and practices of basic accounting.
- Knowledge of Methods and techniques of cash handling.
- Knowledge of Modern office procedures, methods and equipment including computers.
- Knowledge of Principles and procedures of record keeping.
- Ability to maintain confidentiality.
- Ability to perform a full range of secretarial, general clerical, and routine administrative and programmatic work.
- Ability to prepare correspondence and memoranda.
- Ability to evaluate and analyze customer needs to provide exceptional customer service
- Ability to operate a variety of office equipment (i.e. phones, fax, printers, computer, etc.)
- Ability to maintain and organize files.
- Ability to proof documents for accuracy and completeness
- Ability to coordinate and conduct complex, multi-phase projects and programs
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to perform mathematical calculations quickly and accurately.
- Ability to present department documents.
- Ability to correctly interpret and apply City policies.
- Ability to use standard City software as intended.
- Ability to interact effectively with a variety of individuals and groups with varying educational, ethnic, and socio-economic backgrounds.
- Ability to promote a positive work environment.
- Ability to follow the chain of command.
- Ability to maintain high ethical standards, both on and off duty.
- Ability to pass drug testing as noted in policy
- Ability to work routinely under highly stressful conditions.

- Skill in understanding and following oral and/or written instructions.
- Skill in establishing and maintaining effective working relationships with City employees and the public.

V. Licenses and Certifications Required

Valid Georgia Driver's License

VI. Qualifications

- Minimum of 21 years of age.
- Associate degree from an accredited college.
- Three (3) years of progressively responsible experience in finance, accounts payable, or processing invoices and requisitions.
- Never been convicted of a felony.
- Must be a citizen of the United States.
- Ability to pass a criminal background.
- Must be able to be bonded and pass a credit check.
- Work evenings, weekends and/or holidays as required.

VII. Physical Requirements

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and communicate effectively in writing and verbally. The employee frequently is required to stand, walk, sit for extended periods, and use the computer keyboard and mouse. The employee is occasionally required to stoop, kneel, and crouch. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Occasionally lift and/or move up to 35 pounds.

Hearing: Hear in the normal audio range with or without correction. Able to hear in-person; as well as, distinguish radio and telephone conversations, recognize differences or changes in sound patterns and loudness or pitch.

Attendance: Regular, predictable, consistent and timely attendance is an essential function of the position, in that the failure of such attendance undermines the City's ability to provide critical services to employees, the department and the public.

VIII. Working Conditions:

This position works in an office environment. While performing essential duties of the job, employees work in an environment under constant deadlines, frequent interruptions and a high degree of contact with the employees and public. This position may be exposed to dust, cleaning fumes, and works around office equipment. The noise level in the work environment may be moderate to loud.

Some travel may be required to maintain training requirements.

IX. Supervisory Controls/Responsibility:

None

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.