

## **ACCOUNTING TECHNICIAN**

### **DEFINITION**

Employees in this class are under general direction. Work performed in coordinating the financial activities of the City, performing the activities necessary for the maintenance of a double entry bookkeeping system; performs other work as required.

### **EQUIPMENT/JOB LOCATION**

The employee will operate a computer, typewriter, fax machine, copier, calculator and other modern office equipment. The employee works in an indoor office environment.

### **ESSENTIAL FUNCTIONS OF THE JOB**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Maintains all general books of accounts according to established accounting classifications, including cash books, voucher registers, general ledgers, and general journals by data entry for computer processing
- Prepares standard financial statements by computer to generate certain special financial reports as necessary
- Maintains a cost system according to an established procedure allocating cost items to a variety of accounts according to prescribed classifications
- Reconciles all bank statements
- Prepares and files the business tax report for the City to the Tennessee Department of Revenue as required by law
- Preparing employee payroll including processing of all approved deductions, preparing W-2 forms as required by law and preparing all required payroll reports for the City
- Prepares and/or generates a variety of detailed and specialized reports, letters, memoranda's, forms and other documents via computer
- Maintains a comprehensive, current knowledge and awareness of laws and regulations pertaining to all aspects of public accounting; reads professional literature; attends workshops and training sessions as appropriate
- Posts and files a variety of financial records
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### **ADDITIONAL EXAMPLES OF WORK PERFORMED**

- Works with department heads as necessary in budget preparation, purchasing, bids, etc.
- Prepares a variety of detailed and specialized financial reports by computer
- Maintains the sinking fund for timely transfer to various accounts

## **REQUIRED KNOWLEDGE AND ABILITIES**

- Knowledge of the principles and terminology of modern electronic data processing
- Knowledge of the application of accounting principles and practices
- Knowledge of the principles and methods of bookkeeping
- Knowledge of modern office practices, procedures, and equipment
- Ability to perform a considerable volume of detailed budget, accounting, and EDP work
- Ability to make arithmetic calculations rapidly and accurately
- Ability to evaluate situations and make decisions
- Ability to continually learn new methods of financial operations in a governmental accounting environment
- Ability to efficiently and effectively operate all standard office equipment associated with the City's accounting operations
- Ability to comprehend, interpret, and apply departmental rules and regulations, procedures, and related information
- Knowledge of the various governmental reporting forms required for employees
- Ability to establish and maintain an effective working relationship with the public and other employees

## **Minimum Training and Experience Required to Perform Essential Job Functions**

Any combination of training and experience equivalent to:

- Graduation from an accredited junior college with an associate's degree in general business supplemented by coursework in electronic data processing principles and principles of accounting.
- Three (3) to five (5) years of experience in payroll, accounts receivable and accounts payable
- Four years of progressively responsible experience in computer accounting or general accounting/bookkeeping/budgeting work.
- Must be examined by a City designated physician to make a determination if applicant will be able to perform all essential duties required of this position.

## **(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of automated machines and tools which include a motor vehicle, computer, printer, typewriter, facsimile machine, copy machine, calculator, and telephone. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to fifteen pounds of force occasionally, and/or up to five pounds of force frequently. Physical demand requirements are at levels of those for very sedentary work.

**DATA CONCEPTION:** Requires the ability to compare and/or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to co-workers.

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to this job. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

**INTELLIGENCE:** Requires the ability to learn and understand basic to complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to this job.

**VERBAL APTITUDE:** Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually with office equipment.

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using automated equipment.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION:** Requires the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency related to this job.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking – expressing or exchanging ideas by means of spoken words). (Hearing – perceiving nature of sounds by ear).

Note: The City of McMinnville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. This job description does not constitute an employment agreement between the City of McMinnville and the employee and is subject to change by the employer as the needs of the City and requirements of the job change

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