

City of Oregon City		Position Description
Position: Accounting Technician		AFSCME Union
Department/Site: Finance Department – City Hall		FLSA: Non-exempt
Evaluated by: Deputy Finance Director		Salary Grade: 27

Summary

Performs financial record keeping duties associated with the processing and completing of accounting transactions for various accounts. Assumes responsibility for one or more specialized elements within a complete accounting system such as, but not limited to accounts receivable and accounts payable.

Distinguishing Career Features

The Accounting Technician is on the career ladder for clerical and technical accounting. The Accounting Technician has a working knowledge of the computer-aided accounting system and codes as well as the ability to process a range of financial transactions for complete accounts such as accounts payable and receivable. Advancement to Senior Accounting Technician is possible based on knowledge of and competency in preparing journal entries to general ledger, budget line item transfers, electronic funds transfers, and preparing special accounting performance reports. Advancement is based on need and compliance with the requirements of the position.

Essential Duties and Responsibilities

- Prepares and processes accounts payable information to comply with various payment timetables. Verifies and reconciles documentation of merchandise and services received against claims, invoices, purchase orders, and packing slips.
- Verifies and corrects account codes, authorization, and available and qualifying budgets.
- Researches, analyzes, resolves, and assists others with accounting transactions and adjustments such as credit memoranda, undocumented purchases and invoices, goods and services not received, returned or refund checks.
- Monitors transaction status such as payment histories, partial payments, past due charges, merchandise back orders, POs as payables, POs as rollovers for the new fiscal year, and end-of-year payables cutoff.
- Prepares supporting documentation for accounting transactions such as checks mailed and tax reports. Reviews and verifies that vendor statements are paid and invoices have been posted to correct accounts. Prepares payment schedules.
- Provides support to the contracting processes. Secures appropriate signatures, document inclusions, and other supporting information in anticipation of administrative or governing board action. Logs contracts for execution, ensuring adequate vendor information for processing. Forwards contracts for legal and insurance review as necessary. Distributes fully executed contracts to departments.

- Establishes and maintains contractor/consultant files with contract and tax withholding information for manual monthly payments and verifies payment authorization. Sets up and maintains various tickler files for recurring payments.
- Reviews and processes miscellaneous items related to accounts payable and accounts receivable such as credit cards.
- Assists with preparing journal entries to general ledger following established instructions and procedures.
- Provides administrative support to projects and special assignments that require getting information and cooperation from other departments and vendors.
- May prepare correspondence relating to assigned responsibilities.
- Performs other duties as assigned that support the overall objective of the position including those performed by accounting technicians and clerical staff.

Qualifications

- **Knowledge and Skills**

Requires a working knowledge of the principles, practices, and terminology of financial and statistical record keeping and accounting data entry practices. Requires a working knowledge of governmental and fund accounting procedures for accounts payable, accounts receivable, and disbursements. Requires a working knowledge of computer-aided accounting systems to setup accounts, enter accounting transactions, and extract detail and summary information. Requires basic knowledge of financial statements and accounting performance (variance) reports. Requires a working knowledge of office clerical procedures and computer-aided office productivity software. Requires sufficient writing skills to prepare basic business correspondence, accounting instructions, and account footnotes. Requires sufficient math skills to compute totals, extensions, portions, ratios, quotients, and percentages. Requires sufficient human relations skill to convey policies and procedures and to deal cooperatively with others on accounting transactions.
- **Abilities**

Requires the ability to perform the functions of the position. Requires the ability to learn and apply accounting rules and procedures, sales and use tax requirements and schedules, and procedures for electronic transfer of accounting information. Requires the ability to learn various vendor accounting requirements and cycles. Requires the ability to research, compile, analyze, and interpret accounting data. Requires the ability to maintain accurate and retrievable files, records, audit trails and trace transactions to original entries. Requires the ability to perform accounting and general math computations quickly and accurately. Requires the ability to organize and prioritize work to meet deadlines and timetables. Requires the ability to work as contributing member of a team, work productively, patiently, and cooperatively with other teams, vendors, and external customers, and convey a positive image of the City and its services. Requires the ability to access and use a computer, common office productivity software, and specialized accounting software to access databases.
- **Physical Abilities**

Incumbent must be able to work in an office setting engaged in work of a primarily sedentary nature. Requires sufficient hand-eye-arm coordination to use a keyboard and 10-key, arm/hand movements to retrieve work materials from storage files, and operate a

variety of general office equipment. Requires visual acuity to read computer screens, printed material, and detailed accounting information. Requires auditory ability to carry on conversations over the phone and in person.

- **Education and Experience**

The position typically requires completion of high school, plus college-level curriculum in bookkeeping or business practices and 3 years experience in a production oriented financial record keeping capacity. Additional experience may substitute for some higher education.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist.