

CITY OF ALBANY
POSITION DESCRIPTION

ACCOUNTING TECHNICIAN I/II

Description:

The Accounting Technician series is responsible for performing general accounting duties including the maintenance or preparation of technical, financial or statistical reports. Placement in this series is dependent on the level of proficiency in at least one specific financial function (i.e., accounts receivable, accounts payable, or payroll) as outlined below.

Distinguishing Characteristics:

Accounting Technician I - This is the entry level class in the Accounting Technician series. This position performs the more routine and repetitive duties in the class. Work is usually supervised while in progress and fits a structured and established pattern. Generally, changes in procedures and exceptions are explained in detail as they arise. Much of the financial records are automated; the position thus requires the ability to input and extract data and produce warrants and reports. The incumbent is generally assigned accounts payable duties. Proficiency in at least two financial functions is required for advancement to Accounting Technician II.

Accounting Technician II - Appointment to this class requires proficiency in at least two of the aforementioned financial functions. Incumbents in this class are expected to use judgment to solve most problems without assistance. Adequate performance at this level requires the knowledge of general city accounting procedures. Proficiency in all three financial functions is required for advancement to Accounting Technician III.

Supervision Exercised:

None.

Essential and Important Duties:

- * Participates in the preparation of payroll, accounts payable, and/or accounts receivable.
- * Prepares billings and related correspondence for accounts receivable; issues delinquent notices when necessary.
- * Verifies, receipts, and records all monies received; prepares bank deposits; answers related inquiries.
- * Prepares billings and receives payments for business licenses, parking permits, pet licenses, tout sheet vendors (race track), garage sale permits, taxi cab permits, ambulance payments, and other fees; posts to appropriate accounts. Updates accounts as necessary.
- * Prepares payroll from time reports submitted after verifying accuracy of data. Monitors vacation, sick leave, compensatory time off, and administrative leave, and other paid leave usage per employee. Prepares payroll input for new employees.
- * Reviews and processes payroll adjustments; assists in auditing and reconciling payroll register, prepares accounting records and reports such as income taxes and retirement plans.
- * Researches questions regarding the status of accounts and payments, the proper coding of transactions, payroll, benefits, and other matters.
- * Performs counter activities which includes the issuance of various licenses and cashiering duties.
- * Prepares a variety of financial statements and statistical reports including grant billings and administrative fees.

- * Orders department supplies and coordinates equipment maintenance with service representatives.
- * Performs related duties as assigned.

Knowledge, Skills and Abilities:

Knowledge of:

- * Modern office practices, procedures, methods and equipment.

Skill and Ability to:

- * Operate a computer.
- * Maintain financial and statistical records.
- * Perform basic mathematical computations.
- * Use manual and automated accounting and financial systems and procedures.
- * Listen, understand, retain, follow, and apply verbal and written instructions and directions.
- * Establish, maintain and foster cooperative working relationships with others contacted in the course of work.
- * Express self clearly and concisely in both verbal and written form.

In addition to the above knowledge, skills, and abilities, the Accounting Technician requires:

Knowledge of:

- * Principles and practices of financial record keeping.

Skill and Ability to:

- * Prepare financial reports.
- * Respond to a variety of questions of an analytical nature.
- * Provide technical assistance.
- * Work independently and exercise sound judgement.

Education and Training Guidelines:

Any combination of education, training and experience that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be graduation from high school/GED and two years responsible work experience in accounts receivable, accounts payable, payroll, or financial reporting.