



POSITION DESCRIPTION

Job Title	Finance Technician I
Department	Finance and Administration
Representation	IBEW 483 (International Brotherhood of Electrical Workers)
Status	Non-exempt Range 14

GENERAL PURPOSE

This position is the primary contact with the general public via telephone inquiries and in-person counter service. Work includes performing a variety of routine and complex cashiering, accounting and clerical duties, including compiling, monitoring, verifying and reconciling financial data in accounts receivable, accounts payable and utility billing systems. Also processes citywide payroll, central purchasing, business licensing and other record-keeping functions. The workload may be divided among the individuals filling this position on the basis of timing needs, segregation of duties and experience. The Finance Technician I is expected to eventually become proficient at all of these duties.

SUPERVISION

This position reports directly to the Finance Director. Although this position does not have any supervisory responsibilities, occasional supervision of volunteer or temporary office staff may be required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Although the primary duties of the Finance Technician I are listed below, the omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

- Coordinate and perform front desk and referral functions; answer incoming calls, radio dispatch, provide information regarding the City, and make referrals to the proper staff for issue resolution.
- Perform a variety of finance functions including compiling, monitoring, verifying and reconciling all financial data in the City's accounts receivable, accounts payable, purchasing and utility billing systems.
- Receipt, batch and balance all City payments received by all methods (mail, lock box, on-line, credit payments or collected at the front counter) on a daily basis.
- Verify, input, review and post all transactions for accounts payable, accounts receivable, purchasing and utility billing.
- Responsible for recording all deposits and all checks issued and balancing cash each day.

- Process utility billing, collections, turn-ons, rereads, meter change outs, customer updates and finals.
- Process utility billing taxes, schedules, disconnects, and assists with the maintenance of the Utility Billing system, assessing penalties and corresponding with utility customers.
- Receive accounts payable invoices; route to appropriate department for review and approval; verify and enter accounts payable and/or purchasing information into computer accounting system; reconcile automated accounts payable module with applicable general ledger control account.
- Process accounts payable functions in the City by insuring correct BARS coding, proper payment, and meeting due dates. Also responsible for maintaining and updating the accounts payable system.
- Process the City's accounts receivable, tracking and billing reimbursable accounts, issuing past due notices, and updating and maintaining accounts in the accounts receivable system.
- Provide research and analysis of expenditure and revenue information for accuracy.
- Verify, input and review payroll and employee information; review employee time sheets and verify overtime hours worked.
- Prepare and produce payroll and benefits reports, including quarterly and annual Federal and State tax obligations and deposits.
- Disburse payments to various vendors, organizations, employees and citizens.
- Analyze and interpret State and Federal laws and regulations related to payroll; implement changes in coordination with the Finance Director.
- Coordinate and process employee year-end information to balance, print and distribute W-2 forms; responsible for the accurate and timely reporting of year-end information to other government agencies.
- Monitor and maintain accrued vacation, sick, holiday and other types of employee leave; provide timely reporting to individual departments and employees.
- Provide technical information and instruction regarding payroll procedures and methods to City staff; interpret and explain payroll rules and regulations; answer questions and resolve problems or complaints.
- Responsible for updating and maintaining the payroll system for employee changes, and providing assistance to employees with pay related questions.
- Coordinate 1099 reporting. Assure year-end 1099 forms are printed, balanced and mailed by deadline; accurately report year-end 1099 information to IRS.
- Issue and receipt business licenses, animal licenses and passports for the City.
- Responsible for Activity Center and Community Building scheduling, calendar updates and assisting with website updates.
- Receive and maintain records on gambling, franchise and business and occupation tax collections.
- Provide support for audits, surveys, fixed asset inventories and other various projects, and may be asked to represent the department on certain committees as requested.
- Promote positive public relations and responsive customer service.

- Provide support to the City as a department team member, including assisting with training of employees as appropriate and providing other duties as assigned.
- Incumbent in position is required to cross train and learn the Deputy City Clerk duties.

MINIMUM QUALIFICATIONS

Graduation from high school or GED equivalent, and

- Two years of clerical experience and cashiering duties.

Necessary Knowledge, Skills, and Abilities

Knowledge of

- Basic principles and practices of governmental accounting.
- Basic accounting principles and procedures.
- Professional customer service techniques and telephone skills.
- Public relation techniques to resolve difficult customer situations.

Skill in

- Using Microsoft office programs and outlook, and in entering and retrieving computer data accurately and quickly.
- Performing accounting and clerical work.
- Excellent customer service to both external and internal customers.
- Obtaining, researching, clarifying and exchanging information.
- Interpersonal relationships and teamwork.
- Planning and organizing work with consideration for frequent interruptions.

Ability to

- Exercise sound and ethical judgment in the decision-making process.
- Organize, prioritize and work effectively under time constraints and to follow through on assigned tasks.
- Learn to effectively use the City's financial software program.
- Learn to interpret, apply and explain relevant regulations, policies and procedures.
- Discern sensitive information and protect confidentiality.
- Understand and follow oral and written directions, and communicate effectively in English.
- Establish and maintain cooperative and effective working relationships with others by using tact, patience and courtesy in dealing with customers, other employees and City officials.
- Diffuse possible conflicts with angry customers in resolving issues.

PREFERRED QUALIFICATIONS

Education and Experience

- Experience with Financial software.
- Experience in a municipal or other government setting.

SPECIAL REQUIREMENTS

Valid Washington state driver's license and a driving record acceptable to the City's insurance carrier or evidence of equivalent mobility.

TOOLS AND EQUIPMENT USED

Operates a variety of office machines including personal computers and related equipment, calculator, copier and other specialized equipment related to assigned activities.

PHYSICAL DEMANDS

The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Required to sit, talk, and hear; frequently required to use hands to finger, feel or handle objects, computers and office supplies which require repetitive arm, wrist and hand movement.
- May be required to sit for extended periods of time to perform data entry and respond to customers.
- Frequently required to stand and reach with arms and hands.
- Occasionally required to climb, balance, stoop, kneel, crouch, bend or crawl.
- Specific vision abilities including close, distant, color and peripheral vision, depth perception and the ability to adjust focus.
- The employee is occasionally required to lift or move up to 25 pounds.
- Requires mental acuity to ensure thorough mental analysis of situations in a fast-paced environment.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Works indoors in a clean, climate-controlled workspace.
- This position works in an open office environment where the work of others may cause distraction in addition to the requirement to respond to phones and in-person contacts.
- May be exposed to upset and irate customers and clients.
- Work generally involves concentration and attention to detail.
- Occasionally requires visits to other City environments and may require travel for training.

DISCLAIMER

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of 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 agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Finance Director

Approval: _____
City Administrator

Effective Date:
Revision History:

Approval: _____
Mayor

Approval: _____
City Council