

## **POSITION DESCRIPTION**

<b>CLASS TITLE:</b>	Finance Technician I	Last Update: 5/2014
<b>DEPARTMENT:</b>	Finance	
<b>DIVISION:</b>	Finance	
<b>SALARY RANGE:</b>		
<b>UNION:</b>	Non-represented	
<b>DATE:</b>	June 2005	

This position is a full –time, Fair Labor Standards Act non-exempt position. The regular work schedule is Monday through Friday, 8:00 a.m. to 5:00 p.m. It is not anticipated that he/she will be required to work outside of the normal business hours. The incumbent in this position is not a Civil Service employee.

### **GENERAL PURPOSE**

Performs a variety of routine customer service, administrative, accounting, and clerical work in support of the finance and accounting functions of the City. This position is responsible for answering the City’s main phone line; staffing the front counter and assisting with utility billing.

### **SUPERVISION RECEIVED**

The incumbent in this position reports to the Financial Services Coordinator.

### **DISTINGUISHING CHARACTERISTICS**

The Finance Technician I is the entry-level position in the Finance Technician series. Incumbents are expected to have a basic knowledge of accounting and, once trained, perform routine-level accounting functions (utility billing, accounts payable, accounts receivable) as assigned.

### **SUPERVISION RESPONSIBILITIES**

This is a non-supervisory position.

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

*The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by a supervisor. While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the employee will possess the abilities or aptitudes to perform each duty proficiently.*

Primary responsibilities include:

- Respond to staff and public inquiries as allowed by laws, regulations, and policies, in person and via telephone, e-mail, or internet in a calm and courteous manner;
- Performs data entry and reviews data entry audit, reports, resolves problems, and posts transactions;
- Telephone reception – answer all in-coming calls on the City’s main line;
- Process cash receipts;
- Performs research regarding customer accounts in order to respond to inquiries in a timely and knowledgeable manner;
- Provide support to monthly utility billing functions, including mailings for delinquent accounts and shut-off processes;
- Preparation and mailing of all accounts payable payments and all related processes including supporting reports for City Clerk, City Administrator and Council;
- Generates bills and balances receivables (other than utilities);
- Perform a variety of office/clerical support functions including composing correspondence, records management and calculating tabulations;
- Order supplies on a weekly basis – process invoice for payment.
- Postage machine, which includes point of contact for service, providing departments with monthly postage use reports and maintain postage amounts.
- Daily sort and distribute mail.
- Assist in maintenance of records and files; sort and file correspondence, checks, vouchers, index cards and other materials.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Education and Experience**

Education equivalent to completion of the twelfth grade plus two (2) years college level course work or three (3) years general finance experience involving general government accounting duties.

## **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- Accounting practices and procedures;
- Modern office practices and procedures;
- Interpersonal skills using tact, patience, and courtesy;
- Oral and written communication skills;
- Operation of computer software;
- Applicable laws, codes, regulations, policies and procedures related to governmental accounting;
- Financial record-keeping techniques;
- Telephone techniques and etiquettes.

### **Ability to:**

- Apply accounting and financial record-keeping principles to the maintenance of fiscal and accounting records;

- Prioritize and schedule work to meet timelines;
- Bondable.
- Maintain a pleasant and positive attitude under stressful situation.
- Operate a variety of office machines including computers, calculators, typewriters and copiers.
- Provide excellent customer service by using a friendly, professional, accurate and customer orientated approach to a wide variety of customers. This would include in-person, written and oral communications.
- Contribute to achieving the Department Mission.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience, oral interview and reference check; job-related tests may be required.

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.

### Physical Demands Job Assessment

*Requirements outlines in this position description may be subject to modifications to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who post a direct threat to significant risk to the health and safety of themselves or other employees.*

**Description of Work Environment:**

- Work is performed in an indoor office environment.

Amount of Time Spent:	Seldom (1-10%)	Occasional (10-30%)	Frequent (30-70%)	Constant (Over 70%)	Non-Applicable
Sitting				x	
Standing			x		
Walking			x		
Running	x				
Driving	x				
Talking/Hearing				x	
Lifting (<10 lbs)		x			
Lifting (<25 lbs)		x			
Lifting (25>50 lbs)					x
Lifting (50>100 lbs)					x
Carrying (<10 lbs)		x			
Carrying (<25 lbs)		x			
Carrying (25>50 lbs)					x
Carrying (50>100 lbs)					x
Pushing/Pulling		x			
Climbing Stairs			x		
Climbing Ladders					x
Bending at Waist		x			
Twisting at Waist		x			
Kneeling/Squatting		x			
Crawling	x				
Reaching above Shoulder		x			
Repetitive Arm/Hand Movement			x		
Tasting/Smelling					x
Using Finger, Handle or Feel		x			

If Carrying Weight, How Far: 6 ft      Is Weight Worn around the Waist?  Yes  No

Vision Requirements:  No Special Vision Requirements       Not Applicable  
 Yes, the Following Apply (please check):  Close  Distance  Color  Peripheral  Depth Perception  Night Vision  Adjust Focus  Small Print  Other: \_\_\_\_\_

Other Special Physical Requirements:  
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