

CITY OF HELENA



Position Title: Accounting Tech III

Department: Admin Svcs./Finance

Position #: 13402

Grade: 134

EEO Category: (06) Admin Support

FLSA: Non-Exempt

EEO Function: (01) Financial Admin.

Work Comp Code: 8810

DEFINITION

Under general direction, perform a variety of accounting and administrative duties related to City revenues, bank accounts, licenses, capital assets, assessments and to perform a variety of technical tasks relative to the assigned area of responsibility. This is a centralized City function, which serves, supports and enables other City operations, and regularly works with outside agencies and the general public. Assistance is provided to supervisors and other department and divisions.

SUPERVISION RECEIVED

Supervised by the City Controller.

SUPERVISION EXERCISED

Provides indirect supervision over other city staff in the areas of revenue receipting and capital assets.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Ensures all revenue is recorded in the general ledger on a timely and accurate basis.

Prepares daily deposits.

Reconciles, receipts, and distributes tax collections from other governments.

Reconciles deposits to general ledger.

Provides technical support and guidance to other employees involved in receipting functions.

Reconciles checking accounts between bank statements and the City's accounting system.

Serves as liaison between banking institutions and the City regarding NSF checks and other banking problems.

Routinely handles or is responsible for funds of a moderate to high amount through administration of departmental receipting, wire transfers, investing, and processing of City business under the Administrative Services Director's authority.

Explains licensing requirements to business owners, citizens, and other customers and issues city licenses and permits.

Provides support to City Controller in special assessments function.

Analyzes, researches, and recommends special assessment charges for taxpayers.

Updates and reconciles routine annual assessments.

Suggests accounting and budget entries and revisions

Researches and summarizes technical tax, accounting and budget information.

OTHER JOB RELATED DUTIES

Performs other duties and assumes other responsibilities as apparent or assigned.

Acts as backup to Accounts Payable and Claims as needed.

SAFETY RELATED DUTIES:

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Modern office practices and procedures as well as standard office and computer equipment.

General principles, procedures, terminology and practices used in financial and statistical accounting including posting, computing totals, reconciling accounts and reviewing balance sheets.

Customer Service techniques.

General accounting including basic understanding of debits and credits.

Computer applications including databases, spreadsheets and word processing.

Skill to:

Provide financial information as requested in a complete, accurate and timely manner.

Maintain an orderly file system.

Determine sequence of operations, scheduling and layout, and choosing a course of action from alternatives.

Use interpretive judgment within prescribed standards and procedures.

Work independently and carry out assignments with minimal supervision.

Ability to:

Maintain a favorable and cooperative work relationship with all department heads, officials of City and County government, employees and the public;

Learn and become highly functional in several major modules of the HTE software system including, but not limited to, the General Ledger, Receipts and Revenue, Occupational Licenses, Special Assessments, Accounts Payable and Claims.

Maintain a thorough knowledge of City ordinances, policies and procedures.

Communicate effectively both orally and in writing.

Be tactful, patient and pleasant under stress

Establish sound priorities on work assignments so as to assure an orderly and timely workflow within the division.

Maintain discretion and integrity when handling confidential data.

Deal with multiple work assignments, when subject to routine interruption.

Maintains discretion and integrity when handling information, which is sensitive to disclosure timing.

Maintains a favorable interdepartmental working climate by presenting a positive attitude.

Physical Demands

Lift and carry up to 10 pounds regularly and on occasion up to 50 pounds. Ability to perform body movements applicable to records management in an office environment. Possession of hand/eye coordination adequate to operate a computer and calculator. Have the ability to talk and hear in person and by telephone; ability to see and read instructions, spreadsheets, reference materials and computer reports.

Work Environment

Standard office environment.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Requires three to five years of experience in a computerized office environment, including: accounting records, reconciliation and analysis; proficiency in computer spreadsheets and word processing; interoffice and public communications; and frequent interpersonal contacts in the performance of duties.

Training:

Minimum requirement is a certificate of completion or graduation from a two-year business, vocational, trade school or college curriculum in accounting.

License or Certificate:

None.

After reading this job description, as of this date would you require any accommodation to perform these duties?

YES or NO (circle one)

Employee's Signature: _____

Date: _____