



TOWN OF YOUNTVILLE JOB DESCRIPTION

ACCOUNTING TECHNICIAN I/II

GENERAL PURPOSE

Under direct supervision of the Finance Director, this individual will perform a wide variety of difficult and detailed accounting work, financial reporting, bookkeeping, cash management, accounts payable, accounts receivable including utility billing and other customer accounts such as Planning, Engineering, and Town Facility rental accounts, tracking fixed assets, processing of Town's business licenses, and assisting in normal day-to-day accounting and finance functions as required.

DISTINGUISHING CHARACTERISTICS

This is the technical level in the accounting series and is characterized by the responsibility to perform para-professional accounting/bookkeeping and statistical record-keeping duties. This includes the performance of complex and difficult accounting work requiring the use of independent judgment and the application of technical or related skills.

Accounting Technician II is the more advanced classification of this job series, and is distinguished by a more comprehensive, broader range of duties, ability to work more independently on technical assignments, and providing direction to other employees in areas of expertise.

Because of the diversity of the position in providing a wide variety of accounting/clerical support to all Town departments, the incumbent must possess a high degree of tact, initiative, and flexibility.

DUTIES AND RESPONSIBILITIES

- Oversight responsibilities regarding daily cashiering duties including collecting cash, processing payments, and balancing the daily deposit.
- Responsible for all aspects of utility billings and collections, coordinate with water department staff to complete water readings and other related projects. Prepare statistical usage, and historical reports. Primary public contact for utility customer inquiries and issues.
- Responsible for accounts payable including processing invoices, generating payments, performing account reconciliations, and producing vendor 1099s. Report any necessary data to the IRS.
- Responsible for accounts receivable including creating and monitoring accounts, invoicing and collections. Works with other departments to maintain customer accounts for facility rentals, annual billings, and other related billings as needed.
- Assist customers and other Town staff by providing fiscal information and reports, explaining procedures and answering questions, and offering accounting support.

- Assist in monitoring current year budget for departments and projects, track and prepare an analysis of consultant and contractor progress billings.
- Process approved requisitions to produce purchase orders and encumber budgeted and available funds.
- Provide assistance during annual audit, and other special audits.
- Assist in design and implementation of changes in accounting system and procedures. Key point person for training Town staff to effectively utilize financial software for basic accounting functions.
- Assist with preparation and production of annual Budget and Comprehensive Annual Financial Report (CAFR) including development of documents.
- Accounting for and reconciling fixed assets and depreciation.
- Responsible for processing applications, renewals and payments for business licenses.
- Assist in the development and documentation of policies and procedures of the Finance Department.
- Assist in monitoring, tracking, and reporting Transient Occupancy Tax revenue and statistics.
- May exercise oversight responsibilities in training others in work procedures, or directing the work of others on a project basis.
- Backup for customer service including responding to front counter customers, phone calls and email inquiries as necessary. Assist with building permit processing.
- Prepare and posts journal entries to the general ledger. Perform various routine monthly accounting duties and other special tasks as assigned by the Finance Director.
- Track and prepare an analysis of all consultants and contractor progress billings to assist departments in budget management.
- Reconcile bank statements on a monthly basis.

Monitor cash flow needs for the Town and initiate monetary transfers as needed.

- Process payroll and complete annual reconciliation of payroll information, production of Forms W-2 and W-3.

Provide backup for basic Human Resources functions such as setup of direct deposits, employee wages, deductions, taxes and benefits.

- Preparation and payments of all required monthly, quarterly and annual State and Federal tax reports; ensures accuracy and completeness.

MINIMUM QUALIFICATIONS

Education and Experience:

Accounting Technician I

Requires combination of A.A. /A.S. degree in business or accounting and minimum two years increasingly responsible accounting experience.

Accounting Technician II

Requires combination of A.A. /A.S. degree in business or accounting and minimum four years increasingly responsible accounting experience, preferably two years in a municipal government setting.

Note: Consistent with the Town's flexible staffing concept, incumbents assigned to the Accounting Technician I classification may reasonably expect to progress to the II level with additional training, experience, and a minimum of one year of continued demonstration of adequate job performance at the I level.

Knowledge, Skills, and Abilities:

Knowledge of: basic principles and practices of municipal finance, fund accounting and budgeting, payroll, standard accounting, bookkeeping and financial reporting processes and procedures; automated financial software and equipment related to the maintenance and processing of financial records and accounting transactions including Microsoft Excel and Word; business math and basic statistical techniques.

Ability to: Prepare detailed and accurate financial and statistical reports; maintain and reconcile financial transaction records, ledger and journal entries; understand relationships among accounting documents. Work efficiently to detect record keeping errors and recommend or perform corrective action in a timely manner; design and implement new accounting and finance procedures; operation of a variety of office machines related to accounting and financial record maintenance including computers and calculators. Organize, prioritize and follow up on work assignments to meet deadlines; perform detailed calculations with speed and accuracy; work with minimal supervision; communicate effectively, both orally and in writing; establish and maintain effective work relationships with members of the public and the Town staff.

WORK ENVIRONMENT

Position requires sitting, standing, walking on level surfaces, twisting, turning, kneeling, bending, stooping, squatting, and crouching in the performance of daily activities. The position also requires grasping, repetitive hand motion and fine coordination in writing and typing correspondence and reports and in data and ledger entering using the computer for extended periods of time. The need for accurate near vision is used in filing and completing forms and reports. Additionally, the incumbent relies on acute hearing in providing customer services at the counter and by phone. Because the working environment is in a public administrative setting, the incumbent works with frequent deadlines, constant interruptions and, at times, impatient and irate customers.

SELECTION GUIDELINES

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

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 logical assignment to the position.

This position description does not constitute an employment agreement between the Town of Yountville and any employee and is subject to change by the Town as the needs of the Town and requirements of the position change, in accordance with applicable MOU provisions.

Approval: _____
Town Manager

Effective Date: _____

Revision History:

Version: _____ Effective Date: _____