

ACCOUNTING FINANCE TECHNICIAN

POSITION SUMMARY

This position is responsible for performing accounting and clerical work of a specialized nature within the finance department. The Finance Technician performs a variety of routine customer service, administrative, accounting, and clerical work in support of the finance, accounting, and utility billing functions of the City of Dickinson. Performs duties of a specialized nature requiring both knowledge and experience in the accounting field.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential Duties:

- Tasks are multiple and diverse with some interrelationship across processes. Handles some unrelated functions. Work requires the direct application of a variety of procedures, policies, and/or precedents.
- May monitor budget activities but no responsibility for budget and expenditure authority.
- Enters procurement card transactions from city divisions.
- Enters and records a variety of department transactions such as cash receipts, accounts receivable, and accounts payable.
- Prepares and maintains payroll and personnel records to include: preparing and submitting semi-monthly, monthly, quarterly and annual payroll reports.
- Provides assistance and information to employees, supervisors and members of the public regarding all aspects of the City's payroll process and timekeeping practices.
- Assists in preparation of a variety of administrative & financial reports.
- Prepares and balances Review and post daily department revenues in cash receipting software.s and bank deposits.
- Assists in the collection of data and preparation of routine and specialized reports and surveys.
- Assists with annual external yearend audits.
- Assists with the maintenance of the purchasing card program. Monitors need for data input or approval and completion of employee transactions. Balances statements, writes checks, reviews and ensures travel guidelines are met.
- Coordinates and maintains the electronic process of payroll through a time and attendance software program.
- Provide support to Utility Billing functions, including mailings for delinquent accounts, shut-off processes, payments, and customer service.
- Generates invoices and balance receivables other than utilities to include posting batches generated by other departments.
- Perform a variety of office and clerical support functions including composing correspondence and records management.
- Assist in maintenance of records and files; sort and file correspondence, checks, vouchers, and other materials.
- Generate and distribute Accounts Receivable statements monthly.

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- Perform digital file archiving of finance documents per North Dakota retention guidelines.
- Performs other duties of a similar nature or level as required.

Knowledge, Skills, and Abilities: (~~position requirements at entry~~)

- ~~Continually strives to improve the proficiency of their job performance and provide a safe work environment;~~
- Knowledge of bBasic accounting and budgeting concepts.;
- Financial reporting and Knowledge of bookkeeping procedures.;
- ~~Familiarity with City departments and functional responsibilities;~~
- Knowledge of Microsoft Suite applications. Computer spreadsheet applications;
- ~~State and Federal regulations regarding employee benefits, and employment reporting. Legal requirements in regards to payroll taxes, garnishments, W2's and 1099's;~~
- Using computers and related software applications;
- ~~Preparing clear and concise written reports and memos;~~
- ~~Using spreadsheets applications to perform basic financial data analyses;~~

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- ~~Compiling, verifying and analyzing financial records and reports;~~
- ~~Maintaining files and records, manually and/or through electronic scanning;~~
- ~~Performing basic mathematical and accounting calculations;~~
- Use of standard office equipment and related applications;
- Familiarity of electronic timekeeping systems.
- Proficient in English usage, spelling, vocabulary, grammar and punctuation.
- Skilled in documenting new processes and troubleshooting procedures.
- Executes work with precision and ability to work under general supervision.
- Capable of understanding and following both oral and written instruction.
- Establishes, maintains, and fosters positive and harmonious working relationships with individuals encountered during the course of work.
- Excellent interpersonal skills.
- Ability to prioritize and handle multiple tasks simultaneously.
- Ability to work independently and as part of a team.
- Comply with strict deadlines and prioritize workload.

Judgment/Decision Making:

- ~~Performs duties within the scope of general City policies, procedures and objectives. Analyzes problems and performs needs assessments.~~
- ~~Uses judgment in adapting broad guidelines to achieve desired results. Regular exercise of independent judgment within accepted practices. Makes recommendations that affect policies, procedures and practices. Judgment requires accuracy. Refers exceptions to policy and procedure to supervisor.~~

RELATIONSHIPS

ACCOUNTING FINANCE TECHNICIAN

Leadership/Supervisory Responsibilities:

- ~~• No supervisory responsibility.~~

Relation to Others:

- ~~• Regular and substantial contact with others involving discussions related to the interpretation of policies and/or programs.~~
- ~~• May handle sensitive and/or complex information as supervisor allows. Assess and diffuse problem situations, help others reach consensus. Explores alternative and creative solutions to meet needs of customers.~~

SKILLS QUALIFICATIONS

Education and Experience (~~position requirements at entry~~):

- High School Diploma or GED.
- One year of general bookkeeping experience.
- Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.
- ~~• Associate Degree in Accounting or related field and three years of general bookkeeping experience or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.~~

Special Requirements:

- Valid Driver's License

WORKING CONDITIONS

Environment:

- Positions in this class typically require: sitting, stooping, kneeling, reaching, standing, walking, fingering, grasping, talking, hearing, seeing and repetitive motions.
- Work is performed within routine office environment with minimal exposure to hazardous or unpleasant conditions. Physical demands are usually limited to sitting or standing in one location much of the time. Some stooping, lifting of objects of light weight may be required.
- Work related travel is minimal.

Classification: Grade 12

FLSA: Non-Exempt

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Updated: by HR Nameniuk 08/03/2021, [4/157/10/24](#) by Linda Carlson, HR Nameniuk