

# **Finance Technician**

**Full-time, Non-exempt**

## **JOB SUMMARY**

Performs the accounts payable and payroll activities, as well as workers compensation, property and liability, and unemployment insurance related activities. Performs a variety of clerical and cashier duties and ensures accurate and efficient handling of billings, cash receipts, and clerical and customer relations services.

Uses/requires office skills to handle: customer service/communications (internal and external), file organization and management, computer skills including data entry, word processing, spreadsheets, data bases, and graphics software, mathematical computations, report and letter preparation, and decisions making within scope of responsibility.

Attendance is an essential function of this position. The City reserves the right to require an employee in this position to work overtime. This position services or performs duties for the benefit of the general public during emergency situations. These may include services or duties different from those performed in the usual course and scope of your job. In the event of an evacuation, the incumbent in this position may be required to remain to perform needed services.

## **DUTIES AND RESPONSIBILITIES**

The duties described below are indicative of what the Finance Technician may be asked to perform; other duties may be assigned:

### **Accounting and Clerical**

- Processes vendor payments and ensures proper coding of department invoices.
- Prepares payroll and updates payroll files.
- Assists with resolving discrepancies with vendors.
- Performs vendor set-up in financial software.
- Maintains vendor files and scans invoices into financial software.
- Sorts and distributes mail.
- Orders supplies.
- Performs all other duties as assigned.

## **QUALIFICATIONS REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required at the time of hire or for the continuation of employment.

## **EDUCATION AND/OR EXPERIENCE**

- High school diploma or equivalent (GED).
- 1-year relevant course work beyond high school from junior college or technical school, or 1-year relevant experience.