

# CITY OF MILL CREEK

## POSITION DESCRIPTION

POSITION TITLE: Accounting Technician      JOB CLASSIFICATION: Accounting Technician  
DEPARTMENT: Finance      REPORTS TO: Finance Director  
SALARY GRADE: 12      FLSA EXEMPT: No  
REPRESENTATION: AFSCME      Approvals: CM: [Signature] date: 11-12-18  
Approvals: HR: [Signature] date: 11/12/18

### GENERAL DESCRIPTION:

Performs a variety of moderately complex accounting activities under general direction. Maintains financial transactions and records associated with cash receipts, revenues and accounts payable. Prepares, processes, maintains, balances and posts financial and payroll data.

### ESSENTIAL JOB FUNCTIONS:

1. Process the City's accounts payable. Verify invoices and employee expense reimbursements for proper approval, vendor information, BARS coding and supporting documentation prior to payment. Generate checks and all related and required accounts payable reports.
2. Process payroll and maintain employee payroll related records and pay documentation. Prepare ACH checks, wires and transmit to banking institutions and payroll vendors. Process changes, corrections, taxes and deductions.
3. Administer benefit and leave programs in an automated payroll/HR system. Research and respond to inquiries regarding pay, benefits, leave, and retirement programs from employees and/or outside agencies.
4. Maintain timely and accurate reconciliation of bank statements and other regulatory and tax filings.
5. Assist department staff in preparing and monitoring the City's biennial budget and budget book.
6. Reconcile daily cash activities, revenue reports and bank deposit records.
7. Prepare accounts receivable invoices, maintain billing system, collections, and rebilling.
8. Maintain the small and attractive asset listing.
9. Provide support on month end tasks including credit card processing reconciliation, bank reconciliation, and other month end tasks.
10. Assist department staff in preparing for the annual state audit and assist the state auditor during audits.
11. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee and City information and records.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed.

### QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Knowledge of:

- Generally accepted accounting principles and practices including knowledge of double entry and accrual accounting.
- Municipal accounting principles and practices, including State of Washington BARS.
- Benefits, leave, and retirement programs and processes.

- Basic accounts payable practices.
- General office practices, procedures and equipment.
- Financial software applications.

**Ability to:**

- Maintain regular, predictable and reliable attendance during scheduled hours.
- Apply accounting principles to prepare financial reports and maintain detailed account records.
- Apply bookkeeping and accounting principles to municipal organizations in accordance with BARS.
- Compile, analyze and interpret complex financial data.
- Operate a variety of computer applications, such as word processing, spreadsheet, data base, and specialized accounting applications; use office equipment such as personal computers, fax, photocopier and 10-key.
- Maintain accurate records and accounts; maintain confidentiality of related records.
- Organize, prioritize and perform work assignments to meet deadlines with minimal supervision.
- Communicate effectively, both orally and in writing, and provide excellent customer service to employees.
- Work cooperatively with others to achieve results, valuing other's input and expertise; acknowledging other team member's concerns and contributions and supporting team decisions.
- Adjust to new, different or changing requirements and maintain composure under pressure.
- Recommend and initiate new approaches, policies and procedures to ensure continuous improvements in both City and employee programs and services.
- Establish and maintain effective working relationships with co-workers, elected officials, vendors, staff at other agencies and the general public.

**MINIMUM REQUIREMENTS:**

**Experience and Education/Training:**

- Two (2) years of basic accounting education and three (3) years of related experience that includes bookkeeping, accounting, payroll processing, and dealing with the public, or any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job.

**Licenses/Certifications required:**

- Must be bondable

**Preferred:**

- Two (2) year of municipal experience to include knowledge of the BARS system, accounts payable and purchasing procedures.
- One (1) year processing payroll in an automated system.
- Working knowledge of Excel, including developing spreadsheets and Pivot tables, to present reports and data.

**PHYSICAL REQUIREMENTS / WORKING CONDITIONS:**

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.

Specific physical requirements and typical working conditions for this position are on file in the Human Resources Department.