

City of Cottage Grove
Job Description
Accounting/Payroll Technician – Finance Department

Department: Finance	FLSA: Non-Exempt
Reports to: Finance Director	Representation: Non-Represented; confidential
Pay Range: Range 13B	Date Adopted: October 2022

Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties, does not exclude them from the position, if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee, and may be changed by the employer at any time.

GENERAL POSITION SUMMARY:

An employee in this classification is responsible for performing technical accounting work. Work is performed under the general supervision of the Finance Director who reviews work primarily on the basis of results attained and for compliance with established policies, principles and practices. Performs administrative and technical accounting work in the maintenance of fiscal records, including the operation of financial software. Processes payroll, handling confidential employee information and confidential collective bargaining information; does related work as required.

DUTIES AND RESPONSIBILITIES:

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

ESSENTIAL FUNCTIONS:

1. Reconciles accounting reports and bank/credit card statements for various bank and investment accounts.
2. Reviews accounting work performed by other Finance Department employees for accuracy and conformance with policies, procedures, and general accounting principles; provides technical assistance as required.
3. Performs coding of revenue received including distribution of grant monies to applicable funds.
4. Maintains lien records and files including performing calculations, billings, and lien searches.
5. Process all aspects of Accounts Receivable for the City; including preparation for collection through a contracted collection company.
6. Prepares various financial reports including trial balances, aging reports, budget reports, and account analysis reports.
7. Reviews and prepares reports on impacts of budget considerations, including those related to collective bargaining.

8. Performs cash control procedures; including the combining of all City receipting for deposit each day.
9. Performs accounting for fixed assets; including the preparation of annual reports and general ledger entries for acquisition, disposal, depreciation of fixed assets, and determines value of depreciable assets by running depreciation software program.
10. Maintains Project Management files and accounting reports, utilizing accounting software.
11. Assists with the preparation of reports and required information for the annual audit of all city accounting records.
12. Performs research for budgeting purposes and helps in the preparation of the annual budget document, including the use of the City's financial software and desktop publishing software.
13. Researches confidential information and prepares cost analysis reports for collective bargaining as requested.
14. Functions as a backup to the front desk clerk as needed. Greets walk-in customers; accepts and processes customer payments for a variety of City service/permits; ensures payments are accurately entered and reflected in accounting system; balances cash drawer on a daily basis.
15. Prepares monthly and semi-monthly payroll; assist with completion of payroll tax reports including W2's and Quarterly reports.
16. Ensures accurate information is reflected in the Payroll & HR databases, verifying and inputting data and pay changes.
17. Prepares calculations and reports relating to the various fringe benefit programs of the City; prepares payments for payroll-related expenses and deductions.
18. Follows all rules, policies, procedures and laws.
19. Other duties as assigned.

IMPORTANT FUNCTIONS:

1. Answer telephone, route calls, and/or take messages.
2. Retrieve and sort incoming mail.
3. Maintain work areas in a clean and orderly manner, paying attention to safety.
4. Contribute effectively to the accomplishment of city goals, department objectives and activities.
5. Updates job knowledge by participating in educational opportunities approved by the Finance Director.

ESSENTIAL PHYSICAL REQUIREMENTS:

The physical demands or requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Standing-frequently on carpeted/concrete floors.
2. Sitting-continuous on cushioned, rolling, and adjustable chair.
3. Driving-occasionally City owned vehicle for City business.
4. Change Positions-has freedom to frequently.
5. Walking-frequently on either carpeted surface, asphalt or cement.
6. Carrying-frequently binders, notebooks, and boxes weighing no more than 30lbs within 50 feet.
7. Pushing/Pulling-rarely heavy boxes, office equipment, weighing no more than 30lbs

8. Bending-occasionally from waist and or knee.
9. Twisting-occasionally from waist to pick up small items on desk or on printer within 3ft; frequently from neck to watch for customers at counter or to have conversation with someone.
10. Reaching-frequently overhead, forward or sideward to obtain binders, papers, files, writing utensil, to place payments in drawer, or to answer telephone.
11. Handling-frequently operation of 10-key calculator, computer keyboard, computer mouse, files, binders, books, scissors.
12. Grasping-occasionally binders, books, files, papers, telephone receiver, supplies, small office equipment, and writing utensils.

DISTINGUISHING CHARACTERISTICS:

The Accounting Technician position is responsible for performing highly technical accounting duties. This position requires more extensive accounting knowledge than other positions within the Finance Department. Position supports Human Resources Specialist with sharing the responsibility of processing semi-monthly and monthly payroll.

JOB SPECIFICATIONS:

Education & Experience:

High school graduation or equivalency supplemented by additional coursework in accounting; and three years of progressively responsible experience in accounting, and experience in the application of accounting principles from general ledger to budget status reports; or any combination of experience and education which demonstrates the knowledge, skills and ability to perform the above-described duties.

Knowledge, Skills and Abilities:

KNOWLEDGE:

- Thorough knowledge of record keeping practices used in the day-to-day maintenance of fiscal accounts.
- General office principles and practices.
- Considerable knowledge of general accounting principles.
- Understanding of modern office methods and procedures.

ABILITY TO:

- Perform detailed work involving numerical data.
- Apply general accounting principles in resolving problems and verifying accuracy of others' work.
- Make accurate mathematical computations using decimals, fractions and percentages.
- Prepare detailed fiscal reports.
- Establish, priorities, and organize own workload.
- Maintain effective working relationships with other City departments and the general public.
- The ability to work as part of a team.

- Ability is required in the use of office equipment such as calculators, personal computers or computer keyboards, and copiers.

SKILL IN:

- Utilizing financial software, desktop publishing software programs.
- The operation of standard office equipment, including ten-key calculator by touch.
- Skill in data processing applications, including spreadsheet software programs.
- Strong mathematical and problem-solving skills.
- Strong interpersonal and communication skills.
- Self-motivation.
- A thorough, methodical approach.

Special Requirements and Certifications:

- a. Must be able to pass the department's security clearance standards, including Reference check and credit check.
- b. Must possess a valid Oregon driver's license. Accounting Technician will serve as the backup for making daily deposits to the local bank.

Supervisory Duties:

This position is not responsible for supervision, but may exercise lead responsibilities.

Supervision Received:

General Supervision is given. The incumbent normally receives little instruction on day-to-day work and receives general instructions on new assignments. Will work to establish methods and procedures for attaining specific goals and objectives, and receives guidance in terms of broad goals. Only the final results of work are typically reviewed.

Contact with Others:

Frequent contact with all departments within the city, co-workers, and the public. The ability to deal with others in a professional, courteous, diplomatic, positive, and helpful manner at all times is a requirement.

Confidential Information:

Maintains customer confidentiality and protects utility and court operations by keeping information confidential. Handles confidential employee information, including medical, and personnel related information. Ability to handle employee relations with confidentiality as a main priority.

Resource Accountability:

This classification does not make budgetary or purchasing decisions, but are responsible to use resources efficiently and economically, and may make purchasing recommendations for cost-effective solutions.