Mesquite Nevada

JOB DESCRIPTION

ACCOUNTING TECHNICIAN

Department:	Internal Services	**Classification/Grade:**	20
Division:	Finance	**FLSA Status:**	Non-Exempt
Reports to:	Internal Services Director	**Safety Sensitive:**	Yes
		Bargaining Unit:	Teamsters Local 14
		Date Approved:	July 2002

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specific position. Therefore, description/specifications may not include all duties performed by the individual. In addition, description/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

Performs a variety of technical accounting duties involving accounts payable purchase orders, and general ledger. Provide technical staff assistance to the Department and other City staff.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Process invoices, accounts payable checks, travel authorizations, travel vouchers, and purchase orders ensuring accuracy of transaction coding and availability.
3. Maintain various ledgers, registers and journals according to established account classifications.
4. Notifies filers of room tax, franchise fees, campus rentals, airport hangar leases, and other property and equipment, lease billings (monthly/quarterly/annual) regarding missing or delinquent payments; mails collection letters when appropriate.
5. May direct and participate in the processing of accounting functions such as accounts payable, payroll and disbursements.
6. Assist in compiling information for budget development; monitor expenditure; provide line item and summary reports as requested.
7. Prepare and reconcile a variety of reports for City finance.
8. Research and answer department questions regarding status of accounts, the proper coding of transactions and other matters.
9. Audit and maintain files and records; prepare periodic reports.
10. Communicate with vendors and City departments regarding accounts.
11. Receive phone calls, solve problems, track down missing documents and provide copies of invoices, etc., when requested.
12. Maintain accurate and orderly accounts payable files.
13. Process and balance utility accounts on spreadsheets.
14. Process 1099 forms at the end of each calendar year.
15. Assist Finance in accounting for fixed assets and the development and maintenance of Fixed Assets spreadsheets.
16. Assist Finance with daily banking.
17. Track and record trust and agency various funds
18. Be dependable and meet acceptable attendance requirements at all times.
19. Follow all applicable safety rules and regulations.

OTHER JOB FUNCTIONS

A. Assist Finance in aspects of the budget development, compilation and production of final document.
B. Performs other related duties as assigned.

QUALIFICATIONS

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

Knowledge of:

- Accounts payable practices and procedures.
- Basic principles and practices of governmental accounting.
- Modern office procedures, methods, and computer equipment, programs, applications and uses.
- English usage, spelling, grammar and punctuation
- Record keeping practices and procedures.
- Basic mathematic principles.
- Basic bookkeeping and financial record keeping principles and practices.

Ability to:

- Maintain and balance a variety of financial records, ledgers and accounts.
- Perform varied technical accounting work.
- Maintain a variety of financial records and files.
- Type at a speed necessary for successful job performance.
- Perform procedures in an organized and accurate manner.
- Accurately count, record and balance assigned transactions.
- Use initiative and independent judgment within established procedural guidelines.
- Work independently under minimal supervision.
- Plan, organize, prioritize work and meet critical deadlines.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Handle stressful situations.
- Be responsible for the accounts payable department.

Experience, Education and Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: High School diploma or G.E.D. Associate's degree in Accounting, Finance, Business Administration or related field. Bachelor's degree in Accounting, Finance or related field preferable.

Experience: Two (2) years' responsible current experience in a medium sized organization utilizing accounting and financial statement preparation skills. Governmental financial experience preferred.

License or Certificate: Must possess, at the time of employment and continuously throughout employment, a valid Class "C" driver's license.

WORKING CONDITIONS

Work is performed under the following conditions:

Duties require sufficient mobility to work in a typical office setting and use standard office equipment (including a computer); sustained posture in a seated position for prolonged periods of time; vision to read printed materials and a VDT screen, and hearing and speech to communicate in person or over the telephone. Physical exertion present due occasional bending, twisting, walking, standing, reaching and kneeling. Must be able to handle stressful situations, attend some evening meetings and travel to off-site facilities to administer training or examinations. Must carry/lift/push or pull loads of up to 25lbs.

Position is considered safety sensitive and is subject to drug testing.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved: September 2002
October 2009
July 2012 ~ April 2013 (Safety Sensitive)