****

**ACCOUNTING TECHNICIAN I**

**Department:** Finance   **FLSA:** Non-exempt

**Reports to:** Finance Director

**GENERAL DESCRIPTION**

Under supervision, performs intermediate paraprofessional work performing a variety of accounting tasks including accounts payables & receivables, business licenses, preparing reports and maintaining records.

**ESSENTIAL JOB FUNCTIONS**

Prepares and process accounts payable; Enters financial information into internal accounting system, issue W-9’s to new vendors and ensures information is received prior to disbursement and issue 1099’s annually

Maintains fiscal information, files and records (e.g. invoices, requisitions, accounts payable, purchase orders, applications, etc.) for the purpose of ensuring comprehensive and accurate data compliance with current accounting systems and general accounting principles

Responsible for processing and reconciliation of any billing, receivables, credit card management, budget data, purchase requisitions, work orders for the purpose of updating information, completing financial transactions and ensuring accurate transmissions of data

Receives mail; processes invoices from departments that are responsible for purchases and ensures proper approvals are obtained

Processes payments; prints checks, matches invoices and mails them in a timely manner to avoid penalties and/or additional incurred expenses

Reconciles statements from vendors and follow up with departments to resolve issues

Maintains travel reimbursement documents and works with employees to submit expense reports in a timely manner for processing

Prepare and post journal entries to general ledger

Enters daily deposits in the system, completes bank slip and deposit funds in the Town’s account on a daily basis; review bank balances to assure funds are available to cover expenditures

Performs month end closing; reconciles accounts payable to general ledger accounts; Reconcile and balance Town’s petty cash drawer

Performs record keeping and general clerical functions (e.g. copying, faxing, etc.) for the purpose of supporting departmental operations

Prepares documents and reports for the purpose of documenting activities in accordance with financial/legal requirements

Maintains files, records and all other related documents as required by law

Administrator for setting up new users and active card changes for Town’s credit card account

Prepares and processes payroll as needed

Perform related tasks as required

**KNOWLEDGE, SKILLS AND ABILITIES**

General knowledge of accounting processes and procedures including accounts payable and payroll; working knowledge of governmental bookkeeping practices and procedures, terminology and methods; knowledge of basic software applications related to financial applications; ability to understand and apply policies and procedures to the maintenance of financial reports and accounting records; ability to verify accounting documents and forms for accuracy and completeness; general knowledge of standard office procedures, practices and equipment; ability to understand and follow oral and written directions; ability to perform mathematical computations with speed and accuracy; conduct basic research; set up and maintain database files to create spreadsheets and other related forms and/or documents; skills to use a computer, Microsoft applications and other office equipment; ability to communicate both orally and in writing; ability to provide customer excellence both internally and externally; ability to establish relationships with department heads, employees and the general public

**PHYSICAL REQUIREMENTS**

Sedentary work requiring the exertion up to 10 pounds of force occasionally and negligible amount of force occasionally and negligible amount of force frequently or constantly to move objects and some work up to 20 pounds of force occasionally

Must be able to physically perform the basic life operational support functions of stooping, kneeling, reaching, walking, standing, fingering, grasping, talking, hearing and repetitive motions

Ability to sit for long periods of time

Vocal communication is required for expressing or exchanging ideas by means of the spoken word

Hearing is required to perceive information at normal spoken word levels

Visual acuity is required to preparing and analyzing written or computer data determining the accuracy and thoroughness of work observing general surroundings and activities. The work is subject to inside environmental conditions.

**EDUCATION AND EXPERIENCE**

An Associate’s degree preferred, High School Diploma or equivalent required with 1 or two years’ prior experience in accounts payable and payroll. Previous experience working for a municipality is preferred, but not required.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**