TOWN OF COLLIERVILLE, TENNESSEE
CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: ACCOUNTING TECHNICIAN

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform bookkeeping and fiscal work for various financial and accounts management functions. Work involves receiving, preparing and processing financial documents; performing accounts payable and/or receivables work; advanced customer service / accounts management tasks; reconciling accounting transactions; maintaining and balancing accounting ledgers; creating and maintaining accounting databases and automated files; and preparing records, reports and summaries regarding assigned fiscal operations.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Receives and processes financial documents for assigned accounting functions (i.e. purchase order requisitions, utility fees, invoices, etc.); reviews documents; ensures accuracy; completes with appropriate information such as account codes, vendor numbers, etc.; enters information into automated financial information systems and submits for processing.

Receives moneys in payment of various fees, services, or programs in person or by mail: records transactions and issues receipts; posts payments to proper accounts; balances cash drawer and forwards revenues as appropriate; prepares various reports/records.

Prepares documents for assigned accounting programs (invoices, bills, check requests, purchase orders, adjustments, etc.) ensures accuracy and completeness; obtains appropriate signatures when applicable, and submits/distributes for processing.

Establishes and maintains accounting information in the automated financial information systems; posts information and performs data entry for accounting transactions; maintains automated files and databases; processes data to produce accounting documents (such as accounts payable checks). Retrieves data for reports and/or records. Maintains databases such as (i.e. fixed asset inventory, vendor lists, etc)

Performs customer service functions: answers telephone calls, greets visitors, and/or assists individuals at front counter; provides information/assistance regarding department services, activities, procedures, documentation, fees, or other issues; directs callers/visitors to other offices/personnel as appropriate; responds to routine questions/complaints and initiates problem resolution.

Processes documentation pertaining to customer accounts, such as utility service or tax accounts: establishes new accounts, sets up account data in computer, and assigns account numbers; answers questions regarding accounts; processes changes in customer name/address; downloads/uploads account data for preparation of bills; prints, proofreads, and edits billing reports; prepares, prints, and mails billing statements to customers; calculates additional charges, adjustments, or refunds to accounts; receives and posts payments to customer accounts; produces general ledger reports for journal entry into general ledger; completes service order forms to request service to customer accounts; closes accounts as requested or due to nonpayment.

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Processes documentation pertaining to accounts receivable or collection of delinquent accounts: initiates requests for payment on delinquent accounts; sets up payment arrangements with customers, and monitors status of payments; processes collection of bad checks; performs skip tracing to locate customers; coordinates turnover of accounts to collection agencies; maintains records of payments, fees, or adjustments made to accounts assigned to collection agencies; files proof of claims on bankruptcy accounts.

Processes documentation pertaining to accounts payable: reviews invoices, purchase orders, travel expense reports, or other payable documents for accuracy, completeness, and proper authorization; matches invoices with receiving tickets, purchase orders, and statements; reconciles monthly statements; assigns proper budgetary codes to each expenditure; enters invoice data into computer to process payment; prints and edits payables reports; generates checks, obtains signatures, and mails to vendors; maintains purchase order log; monitors credit cards by verifying expenses and authorize use of cards; sets up new vendors in computer, assigns vendor numbers, and edits vendor data as needed; researches discrepancies on orders/invoices and works with vendor/department for problem resolution; prints various reports/registers; prepares and mails tax forms/reports; provides in-service training for employees working with accounts payable system.

Processes documentation pertaining to payroll, tax reconciliation, and general ledger accounts: reviews timesheets for accuracy, researches discrepancies, and enters data into computer; updates new hire data, salary changes, terminations, and other changes; enters payroll deductions, direct deposits, and adjustments to pay into computer; processes garnishments or other mandatory payments; verifies sick/vacation leave accruals; reconciles payroll data and transmits via modem to generate paychecks; enters journal entry spreadsheets and reconciles fund totals; transmits payroll transfers to payroll bank account; enters journal entries, payroll entries, and payroll transfer entries in general ledger; verifies totals on health/prescription contract bills; calculates cafeteria benefit plan data and prepares required documentation; maintains general ledger balance sheet accounts for medical insurance, supplemental insurances, deferred compensation, and dental insurance; prints account analyses, expense reports, and revenue reports by account code department; reviews and distributes W-2 tax forms; generates payroll reports, tax reports, and other documentation; distributes payroll calendars to departments; submits required reports to appropriate agencies/individuals.

Performs a variety of general accounting/bookkeeping functions, such as preparing journal entries, balancing cash, reconciling accounts, calculating data, entering/posting financial data, balancing/reconciling reports, researching financial discrepancies, correcting data errors, maintaining financial records, generating reports, preparing tax forms, or submitting mandatory reports.

Provides information, financial records, or other assistance to internal/external auditors as required.

Performs general clerical tasks in support of assigned functions such as opening and distributing mail; distributing accounting documents, reports bills, etc to appropriate departments; maintaining office supplies; managing postage billing process; preparing correspondence, letters and notices to departments, outside agencies, vendors, etc.; researching department files, records, and databases; processes incoming/outgoing mail; prepares, receives, and processes various forms, reports, bills, and other documents.

Operates a personal computer, general office equipment, burster, mailing equipment, cash register, handheld meter-reading device, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, accounting, presentation, e-mail, Internet, or other computer programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner.

Assists in monitoring inventory of department equipment, supplies, forms, or other materials: ensures availability of adequate materials to conduct work activities; initiates requests for new/replacement items.

Maintains file system of department files/records: prepares and sets up files; reviews, sorts and organizes documents to be filed; files documents in designated order; retrieves/replaces files; shreds/destroys confidential or obsolete documents.

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Conducts special projects as assigned.

Communicates with supervisor, employees, other departments, vendors, financial institutions, auditors, attorneys, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a current knowledge of applicable laws/regulations; reads professional literature; attends workshops and training sessions as appropriate.

Maintains an awareness of proper safety procedures and guidelines and applies these in performing daily activities and tasks.

Attends work on a regular and continuous basis.

ADDITIONAL FUNCTIONS

Provides backup coverage and assistance to other employees as needed.

May attend Board of Mayor and Alderman meetings and other relevant government and business meetings, where appropriate, outside regular business hours.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Requires an Associates degree with major course work in Accounting, Finance, Business, or a related field; supplemented by vocational/technical training in bookkeeping or basic accounting; supplemented by one (1) year of previous experience and/or training involving basic accounting, bookkeeping, office administration, customer relations, personal computer operations, and specific experience in area of assignment, such as customer account maintenance, billing, accounts receivable, collections, accounts payable, or payroll; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may

include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as rude/irate customers.

APPROVALS

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James Lewellen, Town Administrator

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Jeff Sprow, Director Human Resources

The Town of Collierville, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.