

CITY OF TOPPENISH
Class Specification

Title: Finance Technician and
Lead Finance Technician

Department: Finance

FLSA Status: Non-Exempt

Reports To: Finance Director/
City Clerk

Effective Date: January 1, 2005

Revised Date: January 25, 2010

General Summary

FINANCE TECHNICIAN

This is a generic position description and the incumbent may perform one or more of the duties described. The position processes accounts payable, fixed asset tracking, billing, accounts receivable and/or payroll. Performs high volume, complex accounting activities for a full-service city. Prepares, codes, or otherwise documents financial transactions. Performs cashier duties and prepares bank deposits. Performs customer service and provides financial information to customers. Answers phones and performs miscellaneous keyboarding, filing, mail handling, etc. Reports to the Finance Director/City Clerk.

LEAD FINANCE TECHNICIAN

This position has the same duties as required of the Finance Technician however this position is distinguished from the Finance Technician position by the additional responsibilities for training, instruction and technical guidance provided to Finance Department staff; and by ensuring the daily work tasks are completed. This position receives only occasional instruction or assistance, as new or unusual situations arise, and is fully aware of the operating procedures and policies of the work unit.

Essential Functions/Major Responsibilities

Code or otherwise prepare accounting data for input into data processing system.

Prepare input documents to ensure billing of and/or payment to employees, customers, vendors, etc. on a timely basis.

Input accounting data into data processing system.

File and maintain accounting records for easy retrieval.

Audit, trace and adjust errors in posting and journal entries.

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Prepare various accounting summaries, reports, correspondence, etc.

Run payment counter/till accepting payments for utilities and other city services and perform associated cash handling duties.

Prepare daily bank deposits and clerk's receipts.

Provide service to employees, customer, vendors, etc. in person, via telephone and/or via email.

Prepare correspondence requiring judgment as to content, accuracy, and completeness.

Provide clerical support to other finance staff as required.

Secondary Functions

Prepare various accounting reports.

Perform other related duties as assigned.

Job Scope

- Position encounters recurring work situations with occasional variations from the norm.
- Job involves a moderate degree of complexity or difficulty due to strict governmental accounting procedures and tight time-lines.
- Usually operates from established and well-known procedures. Job tasks are performed under a moderately high level of supervision.
- Work is normally checked or verified by immediate supervisor, peers and/or state auditors.
- Errors in work or judgment may adversely affect a customer's account and/or the work flow of the department.
- Decision making is done within prescribed departmental operating guidelines.

Supervisory Responsibility

Job does not have supervisory responsibility.

Interpersonal contacts

- Contacts are normally made with others both inside and outside of City government. Most contacts are made verbally and are with city customers.
- Contacts are frequently on a face-to-face basis.
- Contacts frequently contain confidential/sensitive information which necessitates discretion at all times.
- Contacts are usually made on own initiative.

Specific Job Skills

- Possess a good understanding of general accounting practices.
- Ability to communicate information to a diverse population, in a manner that presents a positive image of city government operations.
- Possess strong interpersonal skills, telephone etiquette, the use of discretion in all contacts, and the capacity for teamwork.
- Ability to operate a wide variety of office equipment such as personal computers, telephones, copiers, fax machines, postage meters/machines, etc.
- Possess a strong knowledge of efficient office practices.
- Ability to perform data entry, advanced math and provide customer service.
- Ability to speak and read English.
- Mental activities include decision making, applying interpersonal and customer service skills, use of discretion and participating in a team environment.
- Ability to multi-task.
- Physical activities require sitting, talking, reaching, hearing, handling, grasping, repetitive motions of hand/wrists, keyboarding and walking.
- Job may require lifting or carrying up to forty pounds.

Education and/or Experience

Position requires some higher education beyond high school or vocational training specializing in accounting practices, business administration and clerical practices or related discipline and/or a minimum of three years practical experience, or equivalent.

Job Conditions

- Work is performed in an office environment with periods of potentially stressful situations and/or frequent interruptions.
- Position performs extensive close work assignments and computer work.
- May require extensive standing.
- Position requires the ability to multi-task.
- Position may come into contact with irate customers.

APPROVED

William C. Murphy, City Manager