

CITY OF HELENA



Position Title: Accounting Tech III

Department: Administrative Services

Division: Finance

FLSA: Non-Exempt

The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Purpose:

The purpose of this position is to perform a variety of technical and para-professional accounting and administrative duties including depositing and recording all revenues, and reconciling the City's main checking account and all investments. This is a centralized City function which serves, supports and enables other City operations and regularly works with outside agencies.

Essential Duties: *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

Banking and Accounting

This position is responsible for preparing daily deposits, recording revenues, and keeping City bank accounts and investments reconciled on a timely and accurate basis. Cash receipts, adjusting journal entries, monthly tax/assessment transfers, and check reconciliations are processed in the City's accounting system. Excel spreadsheets are used extensively as tools to facilitate balancing between the bank, credit card processing companies and the accounting system. Reconciliations are prepared on a monthly and annual basis prior to closing accounting periods. These include reconciling receipts from cash, credit card, ACH, and wire deposits; and check, ACH and wire withdrawals for each department separately and together with investments for the city as a whole, using multiple spreadsheets, queries, and reports from accounting software.

Miscellaneous Duties

This position is responsible for preparation of a variety of monthly and/or quarterly reports requested by outside departments to assist them; reconciling the department's petty cash fund and submitting claims to accounts payable for reimbursement; maintaining, reconciling and submitting for payment the City's centralized cell phone account, and assisting with orders for new equipment; preparing files to be microfiched, and coordinating these with the vendor; and provides support to the City Controller/Treasurer as needed.

This position also assists in Risk Management activities, and acts as backup to Accounts Payable and Claims as needed. Risk Management duties include filing claims, assisting with inventories and valuations of land, buildings and equipment for insurance carrier.

Essential Knowledge, Skills and Abilities Related to this Position:

Knowledge of:

- Modern office practices and procedures and of standard office and computer equipment
- Computer applications including Microsoft Office products, specifically Excel.
- General principles, procedures, terminology and practices used in financial and statistical accounting including posting, computing totals, reconciling accounts and reviewing balance sheets
- General accounting including basic understanding of debits and credits
- Customer service techniques including active listening and problem solving skills

Skill or ability to:

- Maintain a high degree of discretion and integrity when handling confidential data or other information which is sensitive to disclosure timing.
- Communicate effectively both orally and in writing.
- Establish, maintain, and foster positive, harmonious, and effective, professional working relationships with employees and the public.
- Learn and become highly functional in several major modules of the City's software system, Superior,

including, but not limited to, the General Ledger, Receipts and Revenue, Accounts Payable and Claims.

- Maintain a thorough knowledge of City ordinances, policies and procedures.
- Establish sound priorities on work assignments to assure an orderly and timely workflow within the division.
- Deal with multiple work assignments when subject to routine interruption.

Physical Demands:

The position requires the ability to perform sedentary physical work with the ability to lift and carry up to 10 pounds regularly and on occasion up to 50 pounds. The position must have the ability to perform body movements applicable to records management and an office environment.

Safety

Performs all functions in the safest possible manner and according to policies and procedures. Participates fully with safety trainings. Reports unsafe work conditions and practices, work-related injuries, illnesses, and near-misses as soon as possible to assigned supervisor.

Minimum Qualifications (Education, Experience and Training):

This position requires a certificate of completion or graduation from a two-year business, vocational, trade school or college curriculum in accounting, and three to five years of experience in a computerized office environment, including accounting records, reconciliation and analysis; proficiency in Microsoft Word and Excel; interoffice and public communications; and frequent interpersonal contact in the performance of duties. Other relevant combinations of education and work experience may be evaluated on an individual basis.

License or Certificate:

Must possess a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver's license within six months of hire.

Supervision Received:

This position is under general direction from the Controller.

Supervision Exercised:

This position provides indirect supervision over other City staff in areas of revenue receipting.

<p>The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.</p>
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