

# CITY OF HELENA



**Position Title:** Accounting Tech II

**Department:** Administrative Services      **Division:** Finance

**Grade:** 132

**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:**

Under direction, perform a variety of accounting and administrative duties related to City accounts payable and claims processing, and to perform a variety of technical tasks relative to the assigned area of responsibility. This is a centralized City function, which serves, supports and enables other City operations, and regularly works with outside agencies and the general public. Assistance is provided to supervisors and other department and divisions.

**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.*

## **Accounts Payable**

This position provides centralized processing of all expenditure payments of the City on a weekly basis. The position analyzes invoices submitted by all departments for correctness and compliance, which includes applicable federal and state laws and City policies such as taxation requirements and travel requirements. Most invoices are entered to the computer system by the departments and invoices are forwarded to this position for approval and payment. This position is the main contact between vendors and the City regarding payment processing and ensuring payments are made in a timely manner. This position performs all accounts payable related duties such as keeping vendor information current, processing annual 1099's, obtaining W-9's from vendors, printing checks, completing proper reconciliations, filing, etc.

## **Licensing**

This position is one of two primary positions responsible for issuing many types of City licenses. These include business, animal, alcohol, and peddler licenses among others. Staff must maintain a thorough knowledge of City ordinances, policies and procedures related to licensing to allow for proper license processing and communication with licensees.

## **Miscellaneous**

This position provides backup for the Cashiering position and provides support in other areas as requested. Other duties include helping with City assessments, reconciling the payroll bank account, and providing accounts payable information to those requesting it. This position must learn and become highly functional in several major software systems including but not limited to: General Ledger, Licensing, Special Assessments, Accounts Payable, Excel and Word.

## **Essential Knowledge, Skills and Abilities Related to this Position:**

- Oral communication skills
- Written communication skills
- Time management and organizational practices

- Decision-making and problem-solving skills
- Self-motivated and highly productive
- Strong interpersonal skills
- Multi-tasking skills
- Customer service skills
- Understanding of government operations
- Computer skills: Microsoft Office Suite (Excel & Word) and ability to learn specialized accounting and licensing software
- Analytical and mathematical skills
- Generally accepted accounting and bookkeeping principles
- Knowledge of federal and state laws related to accounts payable

**Physical Demands:**

Lift and carry up to 10 pounds regularly and on occasion up to 50 pounds. Ability to perform body movements applicable to records management in an office environment. Possession of hand/eye coordination adequate to operate a computer and calculator. Have the ability to talk and hear in person and by telephone; ability to see and read instructions, spreadsheets, reference materials and computer reports.

**Minimum Qualifications (Education, Experience and Training):**

This position requires education that consists of a minimum of a high school diploma or equivalent with an additional combination of education or experience equivalent to two years of business, vocational, trade school or college level course work. Equivalent experience must be in accounting and/or budgeting in a computerized office environment, including: accounting records, reconciliation and analysis; proficiency in computer spreadsheets and word processing; interoffice and public communications; and frequent interpersonal contacts in the performance of duties. Other relevant combinations of education and work experience may be evaluated on an individual basis.

**License or Certificate:**

None

**Supervision Received:**

Supervised by City Controller

**Supervision Exercised:**

Provides indirect supervision over other city staff in the areas of accounts payable.

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.

**After reading this job description, as of this date would you require any accommodation to perform these duties?**

YES      or       NO

**Employee's Signature:** \_\_\_\_\_

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