

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Accounting Technician</u>
Sch. & Grade	<u>PAT-7</u>
Class Code	<u>BA06</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Financial</u>

PRIMARY PURPOSE:

To perform professional level accounting assignments through coordinating and maintaining various types of accounting information required for the City's financial reporting system as well as department specific systems and to prepare various summaries, for both internal and external use, from this information.

SUPERVISION:

Under general supervision; may supervise assigned personnel directly or during specific project assignments.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Coordinates and maintains various types of accounting information required for the City's financial reporting system, including, but not limited to, preparation and pre-audit of transactions, review and initial analysis of accounting reports, and balancing of the accounting system.
2. Develops database applications, performs detailed spreadsheet analyses, and performs various account analyses and reconciliations as required.
3. Maintains financial records for required reports and audits.
4. Assists in the preparation of detailed working papers for use in external audits as required.
5. Compiles data and prepares various financial reports.
6. Reviews and analyzes a variety of complex data.
7. Prepares and monitors necessary budget information.
8. Utilizes appropriate computer software applications and operates a calculator to make rapid computations.
9. Assists other employees and/or departments in utilization of the City's financial reporting system and performance of accounting tasks including providing training whenever applicable.
10. Makes recommendations to management regarding projections, trends, performance incentive programs, potential problems, etc. based on accounting/financial data.
11. Suggests new or revised policies, procedures, forms, etc. to enhance the accounting system and its records maintenance.
12. Performs or provides assistance as assigned with the issuance and administration of financing capital projects constructed by specific departments through special revenues, debt, or other funding sources.
13. Performs or provides assistance as assigned with special departmental projects and operations related to improving business operations, performance improvements including incentive programs, internal controls, and improvement studies including managed competition issues.
14. Provides assistance as assigned with developing, analyzing, and maintaining business plans/budgets and performance measures/benchmarking departmental specific operations. Prepares or provides assistance with status reports on business operations and financial plans for both internal and external use.
15. Performs accounting administration, including review of contract/contractor payments, and provide assistance with coordination of departmental CIP program including projects with multiple funding sources and/or projects conducted in partnership with outside agencies. Prepare or assist with preparation of CIP status reports as assigned.
16. Travels to off-site locations to perform necessary audits, complete financial transactions and deposits, etc. as required.

IMPORTANT FUNCTIONS:

1. Performs a variety of office administration tasks such as copying, filing, and faxing.
2. Attends professional development seminars, conferences, workshops, etc. as required.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of training or experience providing the following knowledge, skills or abilities:

Knowledge

General accounting, financial reporting and administration principles; basic knowledge of business plans, financing projects, and budgets; basic knowledge of automated accounting systems utilization; computer software data base and spreadsheet applications.

Abilities

Accurately and effectively perform professional level accounting and financial assignments; direct the work of assigned personnel and/or specific projects and provide necessary instruction to employees regarding accounting procedures; make rapid and accurate calculations; prepare financial projections; understand and provide assistance with developing and/or maintaining business plans, budgets and conducting special projects related to business and financial operations as assigned; provide assistance with financial administration of CIP program as assigned; utilize appropriate computer software applications; follow oral and written instructions; prepare clear and concise reports; communicate effectively both verbally and in writing; deal effectively and courteously with associates and the general public; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health or safety of others.

Experience, Education, and Training

Graduation from an accredited college or university with a Bachelor's Degree in Accounting, plus at least one year of appropriate Accounting experience; or a Bachelor's Degree in Business, or other closely related field, with a minor or equivalent college credit hours in Accounting, plus three years of appropriate Accounting experience. Directly related experience may be substituted for the formal education requirement on a year-for-year basis, plus a minimum of 15 credit hours in Accounting coursework from an accredited college. Experience in payroll and/or government accounting desirable, depending on assignment.

Physical Requirements

Performs bending and reaching to both ground level and overhead to store and retrieve financial reporting data; lifts, carries, pushes, and pulls up to 25 pounds; holds and grips objects; must possess ability to operate a computer keyboard and/or mouse.

Working Environment

Indoors with heating and cooling regulated in a general office environment.

Licensing/Certification

None required.

Miscellaneous Requirements

If operating a motor vehicle for the purpose of completing job duties, must possess a valid Missouri Motor Vehicle Operator's License. Some departmental assignments require employee to provide their own vehicle for transportation purposes for work related activities such as on-site audits and special projects occurring at various work locations.

Last Revision:	January 31, 2012	GENERAL ORDINANCE NO. 3151
Comments:	Updated Abilities	Date: November 24, 1980

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.	
Signed: _____	Date: _____