

**CITY OF ABERDEEN  
POSITION CLASSIFICATION**

**ACCOUNTING TECHNICIAN I**

**Salary Range:** 13  
**Union Status:** AFSCME  
**FLSA Status:** Non-Exempt  
**Date Adopted:** 2006

**Page 1 of 4**

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**DEFINITION:** The Accounting Technician I perform a variety of tasks associated with the maintenance and updating of a set of accounting records. Assignments involve carrying out one or more segments in the maintenance of a complete set of accounts or accounting records such as payroll, accounts payable, accounts receivable, etc. Duties involve posting entries, updating accounts, balancing accounts, processing and reviewing documents or forms, generating reports or assisting in the preparation or reconciliation of trial balances.

**REPORTS TO:** Finance Director

**SUPERVISES:** None

**DISTINGUISHING CHARACTERISTICS:** Positions in this class perform assignments requiring the weighing of facts, research and exercise of judgment to select most appropriate methods to accomplish tasks. Initiative and ingenuity to gather, analyze and summarize data, solve special problems and make reliable decisions are also required. This class is differentiated from the Accounting Technician II class in that the latter class performs the full range of multiple, complex tasks under minimal supervision.

**ESSENTIAL JOB FUNCTIONS:**

Positions in this class possess knowledge of basic bookkeeping and accounting/office procedures and practices. This class performs work in accordance with established procedures and methods. Work is performed under continual supervision with assignments reviewed to ensure accuracy and compliance with departmental procedures.

Contacts are with department personnel, other departments and the public to provide and exchange information.

Performs cashiering function by receipting, balancing, and depositing cash and checks received by the City on a daily basis. Receipts financial transactions such as utility payments, license fees and fees collected by other departments.

**EXAMPLES OF WORK:**

Reviews, identifies and resolves problems and discrepancies on accounting records or documents.

**EXAMPLES OF WORK:** (continued)

Posts, records, enters, and updates manual and/or automated accounting records.

Reviews rejected transactions and prepares correction documents.

Investigates and verifies customer or account billings. Verifies data, complies discounts and taxes or performs other calculations to verify accounts. Initiates processing of refunds for overpayments.

Answers questions from the public regarding accounts or departmental procedures.

Updates all contract and purchasing records to ensure completeness of records.

Prepares itemized statements in response to customer requests.

Resolves special billing problems by applying department rules and procedures.

Balances journal entries, printouts, deposits or other accounting documents.

**OTHER JOB FUNCTIONS:**

Performs miscellaneous typing, filing and data processing; and sorts and distributes City Hall mail.

Performs other related duties as required.

**WORK ENVIRONMENT & EQUIPMENT USED:**

Most of the work is performed in a fast-paced office setting with frequent interruptions and with the need to deal with a great diversity of people. Equipment used includes cash register, multi-line phone system, computer, calculators, photocopier, FAX machines, postage machine and other office equipment.

**DESIRABLE QUALIFICATIONS AND CAPABILITIES:**

**Technical**

Requires a minimum of one year accounting support or bookkeeping experience.

Must have ability to work independently in a multi-tasking customer service environment.

Must be able to perform accounting and mathematic computations with a high degree of accuracy.

Must be familiar with standard office equipment including personal computers and word processing, spreadsheet, and database software and be able to learn and implement City of Aberdeen's specialty software systems and procedures.

A combination of training and experience that provides the requisite skills and abilities may be considered.

**Physical**

Ability to occasionally lift, carry, and put away parcels weighing up to 30 pounds.

Ability to stand, walk and drive as needed throughout the day.

Ability to sit and use computer for extended periods of time.

Finger, hand and wrist dexterity.

**Other**

Ability to communicate effectively, patiently and courteously.

Ability to communicate effectively with diverse, sometimes irate, individuals and to handle calmly and efficiently situations ranging from routine to emergency.

**EDUCATION AND EXPERIENCE:**

Experience, education, or training which provides the level of knowledge, skill and ability equivalent to:

High school degree or GED equivalent plus one year accounting support or bookkeeping experience.

Cash handling experience preferred.

**LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:**

Washington State Drivers' License.

Must be bondable.