



270 North Clark Street – Powell, Wyoming 82435
(307) 754-5106 – FAX (307) 754-5385

CUSTOMER SERVICE/ACCOUNTING POSITION

The City of Powell, WY is seeking an Accounting Technician I. Computer, clerical and accounting skills needed, payroll experience preferred. Must be able to work with the public face to face and over the phone. Full-time, M-F, 8am-5pm. Starting Salary \$34,000 per year and excellent benefits. The City of Powell is an EOE and drug free agency.

Send application and resume to:

City of Powell
c/o Human Resources
270 North Clark
Powell, WY 82435
Ph: 307-754-5106

For online application and job description:

www.cityofpowell.com

Filing deadline, 5 p.m., Thursday,
March 7, 2019

PUBLISH Powell Tribune and Cody Enterprise:

Thursday, February 21, 2019

Tuesday, February 26, 2019

Thursday, February 28, 2019

Tuesday, March 5, 2019

City of Powell

Job Description



| | | | |
|--------------------|-------------------------|------------------------|------------|
| Title: | Accounting Technician I | Code: | 506 |
| Division: | Operations | Effective Date: | 02/19 |
| Department: | Finance | Last Revised: | 2/2019 |

GENERAL PURPOSE

Performs a variety of **working level, complex and technical clerical duties** as needed in the Finance Office. Accounting Technicians are responsible for Customer Service and will be specifically tasked in either Accounts Receivable, Accounts Payable or Payroll; however, they will also be cross trained and serve as back up in the other areas.

SUPERVISION RECEIVED

Works under the general supervision of the Finance Director.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Customer Service: Provides first contact assistance by phone or over-the-counter to the general public and determines the need to pursue further assistance with city officers; responds to issues, questions and problems posed by customers related to utility accounts and city services, including water, sewer, sanitation, electric accounts; researches and answers customer inquiries; provides general information based upon policy and past practice; apprises customers regarding starting and stopping services and requirements; reviews customer complaints with the customer to resolve problems; issues letters of credit; schedules park and commons reservations; collects and receipts payments for utilities, licenses, fines and fees; receives applications for permits (building permits, right-of-way permits, catering and malt beverage permits); processes contractor registrations; may act as a notary public and assists with the city election processes. Provides general support services to other city staff. Maintains a variety of records; checks for accuracy and completeness; distributes mail; collects data and assists in preparing a variety of monthly and annual reports and other duties as assigned.

Accounts Receivable: Performs ongoing customer service to the public related to the creation and maintenance of utility accounts; prepares and submits utility service applications for current and new customers; performs the day-to-day process of issuing utility billings and receiving and receipting payments; reconciles billings and payments for customers; reconciles cash drawers; monitors meter readings to assure accuracy; reviews account information and submits requests for billing adjustments.

Identifies delinquent accounts, partial payments or prepayments and apprises customers of pending actions, initiates collections on delinquent accounts; issues late notices; initiates utility connection changes; issues shut off notices and meter removal; maintains files for collections, disconnects and reconnects of delinquent customer accounts and accounts in Bankruptcy court; keeps accurate records on delinquent accounts; prepares lists of utility disconnects; works directly with the meter technician on disconnects and reconnects.

Accounts Payable: Maintains vendor files and accounts payable documents; furnishes information for, completes and reviews purchase orders; prints payable checks; prepares claims list for Mayor and Council approval and publication; Posts purchase orders, invoices, and revenues to various funds and balances against records; posts manual check disbursements.

Issues the flexible spending account checks and prepares the monthly, quarterly and annual related reports and reconciliation of the flex bank account. Issues letters of credit, returns meter deposits as needed

Payroll and General Accounting: Coordinates with various departments to set up new employees and monitor staffing changes; processes payroll and payroll liabilities; maintains year-to-date records of wages, deductions, taxes and benefits. Prepares and processes various local, state, and federal reports as required; submits reports to appropriate authority for final review.

Maintains payroll records including employee pay rates, withholding allowances, benefit deductions, and other authorized payroll withholdings; distributes withholdings to various accounts; coordinates and resolves payroll problems and questions; informs employees of policies, procedures, and practices affecting payroll.

Responds to employment questionnaires and surveys; completes or responds to employment verification requests from various lending institutions, local agencies or other organizations with a legitimate need to know; processes and follows-up on wage garnishments and levies by federal, state, and county court orders.

Establishes and maintains a variety of filing systems; record retention; reconciles bank statements; prepare and make general ledger entries, assists Finance Director with other duties such as asset management, grant management, budget and audit.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school;
- AND
- B. Two (2) years of responsible experience related to above duties;
- OR
- C. An equivalent combination of education or experience.

2. Knowledge, Skills, and Abilities:

Working knowledge of general office maintenance and practices; telephone operations and receptionist functions; utility billing and collection procedures and processes; operation of computer in utilizing various software programs related to word and word processing, spreadsheet and data base management; operation of standard office equipment; basic mathematics and accounting; interpersonal communication skills and telephone etiquette; public relations; meter reading systems. **Some knowledge** of basic clerical and record keeping functions essential to operations.

Ability to communicate effectively with irate customers; perform basic mathematical calculations; maintain strict confidentiality related to sensitive administrative information; operate personal computer in utilizing various programs including Microsoft Word, Excel, and Outlook to produce or compose formal documents, reports and records; operate standard office equipment; develop effective working relationships with supervisors, fellow employees, and the public.

3. Special Qualifications:

Must be able to demonstrate keyboard and 10-key skills, with accuracy.
Must possess and maintain a valid Wyoming Class C Driver's License.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, including walking, standing, stooping, sitting, reaching, and light lifting. Talking, hearing and seeing essential in the performance of daily tasks. Common eye, hand, finger dexterity required. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking.



Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)