

ACCOUNTING TECHNICIAN

IV-1207

Date: October 2009

Department/Division: Finance & Administrative Services

FLSA: Non-Exempt

Reports to: Managerial Accountant

PURPOSE OF POSITION

Under general direction of the Managerial Accountant, performs a wide variety of complex tasks associated with employee records and processing the City's bi-weekly payroll. This position requires a high degree of confidentiality as it deals with all aspects of employees' payroll records, including rates of pay, deductions, garnishments, and direct deposit.

ESSENTIAL DUTIES OF POSITION (with or without accommodation)

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be assigned.

- Reviews and updates payroll records for accuracy and completeness. Verifies information against labor contracts and employee manuals for compliance.
- Maintains deduction changes and records of taxes, health insurance, LTD, deferred comp, bonds, wage assignments, child support, garnishments, dues, etc.
- Processes payroll by verifying hours, overtime, deductions, taxes; figure lump sum payments; separate and distributes checks to departments.
- Processes payroll accounts payable for payment of all items deducted from checks.
- Posts accounts payable and receivable, verifies and balances journal and ledger entries.
- Reconciles, reviews, verifies, and corrects entries, codes and documents to ensure accuracy.
- Reviews, generates and verifies check reports.
- Compiles data, prepares and generates a variety of periodic reports and statements.
- Assists employees and members of the public with questions regarding payroll transactions.
- Scans and files all employee records for visual image retrieval.
- Completes verification of employment and salary forms.
- Completes IPERS refund forms for terminating employees. Determines the source of the refund.
- Assists with year-end tasks and other projects as needed.
- Maintains confidentiality of information as necessary.
- Establishes and maintains effective working relationships with Officials, other agencies, fellow employees and the general public.
- Maintains regular and punctual attendance and working hours.
- Regularly lifts and/or move to 10 pounds and occasionally lifts up to 30 pounds.
- Expected to temporarily perform duties outside of normal classification in the event of a declared emergency. In the event that an employee is excused from work other than being sick, they will be required to report to work in a state of declared emergency.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Graduation from standard high school preferably supplemented with college or business school level training in accounting and / or bookkeeping and two years of work experience in accounting or bookkeeping or any combination of experience and training which provides the required knowledge, skills and abilities.

MINIMUM ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Abilities

Ability to speak clearly so others can understand you, ability to see details at close range (within a few feet of the observer), ability to see details at a distance, ability to identify and understand the speech of another person, ability to listen to and understand information and ideas presented through spoken words and sentences.

Job Knowledge

Requires a thorough and complete knowledge of office equipment and procedures; a comprehensive knowledge of the principals of bookkeeping, accounting and filing systems including business contracts, computers and related software; ability to apply current office technology, resources and services to assist employees, officials, vendors and the general public. Thorough knowledge of City Ordinances and municipal government; business math, interpersonal relations and the ability to use the English language effectively. Ability to work independently and to exercise independent judgement in making decisions in accordance with established policies and regulations, and to assist with the training of new employees. Ability to enter data into a P.C. and related tasks; move, shelve and store documents and related materials.

Language Skills and Interpersonal Communication

Requires effective communication skills and the ability to provide assistance to customers (external and internal). Requires the ability to speak clearly, distinctly and effectively with fellow employees; read in English and compare similarities and differences between words and series of numbers; apply common sense understanding to the work process, procedures, programs and services; and to provide and follow verbal and written instructions.

Work Environment

Work is normally performed in a normal inside office environment with appropriate heating and cooling and is not subject to significant occupational or environmental hazards other than those normally associated with general public contact.

Special Requirements

None

The City of Sioux City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages employees and prospective employees to discuss needed accommodations with the appropriate City representatives.

Approved Resolution 2009-000766
Dated 10/05/09