

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Sr. Accounting Technician	Job Code: 1105
Date: March 26, 2018	EEOC Code: PP
FLSA Designation: Non-exempt	Civil Service Status: Covered (UC)

DEFINITION: This is advanced technical accounting-related work responsible for either a City-wide accounts payable and/or receivable process.

CLASSIFICATION STANDARDS: Positions allocated to this classification are responsible to a designated supervisor for the effective management of an accounts payable and/or receivable process and perform all assigned work under general direction. This work is distinguished from lower-level accounting classes by its higher complexity of tasks, responsibility for program control, some supervisory responsibility, and increased level of discretion.

ESSENTIAL DUTIES: Assist in overseeing accounts payable and/or receivable process; validate and ensure accuracy of accounts, invoices, and/or receipts; reconcile complex statements in accordance with established regulations; balance daily deposits and/or disbursements; input documents into financial software programs; maintain tracking and filing systems to ensure payments are paid and/or received in a timely manner; balance monthly statements and compare applicable records; review various account information and resolve problems as needed; monitor and document outstanding accounts and resolve disputes; review various processes and initiate improvements; generate various reports and review them for accuracy; assist with annual audit; attend meetings and seminars to stay abreast of applicable industry regulations; monitor customer service processes including maintaining effective working relationships with vendors, departments, customers, and outside agencies; determine needs and concerns of vendors and/or customers and explain existing policies, procedures, and program requirements.

Oversee subordinate employees including assigning tasks and coordinating workflow and data processes; review work of others for accuracy and resolve problems; train subordinate employees on applicable processes, programs, cash handling, and account management procedures; review reports, work records, and documents of subordinates; perform work of lower-level employees as needed; perform other related duties as required.

In addition above duties, and based on an accounts payable and/or receivable assignment, specific duties may also include: initiate accounts payable payments; approve use of new vendors including determining their tax filing status and maintaining IRS Form W-9 files; direct and complete Form 1099 process in accordance with IRS regulations; implement and ensure compliance with the Provo City Cash Handling policy.

MINIMUM REQUIREMENTS: High School Diploma or equivalent and five (5) years of experience in bookkeeping, accounting, or closely related field **OR** an equivalent combination of job-related education and experience [substituting each one (1) year of post-secondary education/training for six (6) months of experience].

License(s)/Certificate(s): A valid, lawful Driver's License may be required.

SELECTION FACTORS: Knowledge of: technical accounting methods, forms, and techniques; accounting classifications, terminology, and procedures; computerized accounting practices as required; related laws, codes, rules, and regulations governing functions of the position; the operations, methods, and procedures of the department; procedures pertinent to technical account maintenance activities; balancing, verifying, and reconciling of accounts; basic English composition, spelling, and grammar. **Skill in:** balancing, verifying, and reconciling accounts; making mathematical calculations; using spreadsheet software; interpersonal relations; practicing trust-building behaviors. **Ability to:** plan and organize to meet deadlines; quickly and accurately perform work; read, comprehend, and apply City accounting procedures; oversee and coordinate the work of others; evaluate programs and procedures; exercise independent judgment while evaluating situations and in making determinations; prepare clear, concise, accurate, and informative reports; deal with the public, coworkers, and superiors in a pleasant, courteous, and calm manner in all circumstances; communicate effectively both orally and in writing.

TOOLS AND EQUIPMENT USED: Computers, copy machine, telephone, and other office equipment.

PHYSICAL DEMANDS: Requires sitting at a computer or desk for long time periods. Certain positions may require standing at a counter for long time periods.

ENVIRONMENTAL FACTORS: Work is inside with little or no occupational hazards. Some positions may include exposure to high-stress situations or environments, including, contact with the public, vendors, or subordinates in confrontational or uncomfortable circumstances.



 Department Director

3/22/2018
 Date



 Mayor/Chief Administrative Officer

3/26/2018
 Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications 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, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.