

METRO Classification Description

Title: Accounting Technician I
Job Code: 0037
Pay Range: 04
FLSA Status: Non-exempt

Bargaining Unit: AFSCME 3580
Established:
Revised: 2007

Classification Summary:

Perform accounting functions in connection with the verification, examination, coding and processing of financial records. Maintain financial records related to accounts payable, and/or accounts receivable areas as assigned.

Supervision Received:

Daily oversight is received from the Accounting Specialist. Supervision is received from a Supervisor.

Supervision Exercised:

None

Distinguishing Features:

The Accounting Technician I classification is distinguished by performance of standardized entry-level accounting tasks within established procedures and policies.

Essential Functions:

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks which an employee in this classification may be expected to perform.

1. Assembles, sorts, tabulates, codes, records and files financial data.
2. Enters fiscal information into automated financial system.
3. Prepares daily deposits.
4. Processes purchase orders according to established procedures.
5. Writes miscellaneous correspondence and reports.
6. Performs general office duties such as filing and photocopying, etc.

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Secondary Functions:

1. Performs other related duties as assigned.

Job Specifications:

High school diploma or G.E.D. and one year of clerical experience which involves financial recordkeeping or basic accounting; or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

Knowledge, Skills and Abilities:

- Working knowledge of basic accounting principles and techniques
- Working knowledge of office methods and procedures
- Knowledge of and ability to learn to operate basic functions of a computerized record keeping system
- Ability to understand and apply established procedures and guidelines to the keeping of accounts and records
- Ability to make arithmetic calculations rapidly and accurately
- Ability to operate a variety of office equipment such as a calculator, PC and postage machine
- Ability to work effectively with other Metro staff

Working Conditions:

This position requires the ability to perform those activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Duties are primarily performed in an office environment, while sitting at a desk or computer terminal. Requires good general hearing (both in person and over the phone), continuous sitting, fingering, feeling and repetitive motions of the hands and/or wrists. May also require frequent talking (both in person and over the phone), reaching, feeling and handling and occasional standing, walking or bending, and the ability to lift and/or carry up to 25 pounds.