



CITY OF SEDALIA, MISSOURI

Job Description

Job Title:	ACCOUNTING TECHNICIAN – A/R		
Department:	Finance		
Supervisor:	Finance Director		
Date:	March 2016	Position No.	FIN/2
FLSA Status:	Non-Exempt	Random Substance Testing:	N

Job Summary:

This position is responsible for processing accounts receivable and cashier functions for the city.

Job Scope:

The primary purpose of this position is to collect city revenues, issue business licenses, and to properly account for accounts receivable for the city. Successful performance helps ensure an accurate accounting of the city's financial condition.

Essential Duties and Responsibilities:

1. Collects and records monies received from all city departments and from the public.
2. Assists customers by telephone and at the walk-up window.
3. Balances cash drawer against register tape on a daily basis, prepares daily bank deposits and daily cash receipts report for the Finance Director.
4. Maintains receivable accounts, including posting of payments and filing of reports.
5. Prints business license renewal forms and prepares for mailing; processes renewals; submits list of delinquent license holders to City Attorney for prosecution.
6. Receives deposits and prepares contracts for commercial refuse service; coordinates dumpster delivery and service schedule with Public Works Department; prepares monthly service invoices.
7. Issues liquor licenses: prepares list for review by City Council, including petition and application; prepares licenses after Council approval.
8. Collects and tracks cigarette tax from wholesalers.
9. Prepares proposed journal entries as needed.

10. Processes weed, demolition, and rubbish clean-up bills; verifies legal description and property owner and coordinates the filing of related liens.
11. Prepares invoices and statements for airport fuel charges, credit card charges, and monthly hangar rent.
12. Prepares and records cemetery deeds.
13. Provides reconciled, monthly aged account report to Finance Director, Airport Manager, and Public Works Director.
14. Assists with annual audit; compiles data; balances accounts at year-end; prepares revenue confirmations.
15. Ensures that all cash received is secured before leaving.
16. Performs other related duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar or related to the position.

Minimum Qualifications:

1. High School diploma or GED
2. 2 years related experience in accounts receivable, cashier functions, accounting, or other related business practices
3. Proficient with products in the Microsoft Office Suite, including Excel, Word, & Outlook
4. In depth knowledge of accounting and cashier practices
5. Ability to be bonded
6. Missouri drivers license

Necessary Knowledge, Skills, and Abilities:

1. Knowledge or the ability to obtain knowledge, of city ordinances pertaining to licensing and permits.
2. Knowledge of accounting principles.
3. Skill in using a computer and various software programs and standard office equipment.
4. Skill in oral and written communication.
5. Skill in interpreting state and local laws, regulations, and codes.

Guidelines:

1. Accounting principles, city ordinances, department policies and procedures, and software manuals.
2. Guidelines require judgment, selection, and interpretation in application. This position is also responsible for developing departmental guidelines.

Complexity:

The work consists of related accounting duties. Time constraints, communication between departments, and working with the public contribute to the complexity of the work.

Principal Working Relationships:

1. Finance co-workers and other city employees.
2. State, County, and other government agencies.
3. Business owners.
4. Utility customers.
5. General public.

Purpose of Contacts:

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

Supervisory and Management Responsibility:

This position functions as a lead position with no direct supervisory responsibility. However, there is a responsibility to coordinate and lead the daily efforts of others as they relate to the primary duties of this position.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is typically performed while sitting at a desk or table with intermittent standing or stooping. Some reaching and bending may be required. The employee occasionally lifts light and heavy objects, and may be required to distinguish between shades of color.

Work Environment:

The work is mostly sedentary and typically is performed in an office. Work may involve

prolonged use of the telephone and personal computer. Evenings and weekends may be required.