



# CITY OF SEDALIA, MISSOURI

Job Description

<b>Job Title:</b>	<b>ACCOUNTING TECHNICIAN</b>		
Department:	Finance		
Supervisor:	Finance Director		
Date:	February 2012	Position No.	FIN/3
FLSA Status:	Non-Exempt	Random Substance Testing:	N

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## Job Summary:

This position is responsible for processing accounts payable and payroll for the city.

## Job Scope:

The purpose of this position is to process invoices for payment and prepare the city payroll. Successful performance helps ensure that invoices are paid promptly and the accuracy of payroll records.

## Essential Duties and Responsibilities:

1. Processes invoices for payment; sets up vendors; inputs hours for paychecks; prints checks; maintains a record of outstanding invoices; responds to questions from vendors about payment.
2. Processes city payroll: enters employee data, calculates payroll time sheets, enters leave taken, calculates garnishments and tax deductions, prints and signs checks, prepares payroll deposit, and balances payroll reports to the General Ledger.
3. Codes and enters cash receipts; makes journal entries as needed.
4. Prepares various monthly reports; generates w-2s and 1099s
5. Prepares quarterly state and federal reports.
6. Reconciles vendor, payroll, and court bond accounts.
7. Assists with annual audit; compiles data; balances accounts at year-end; prepares fixed asset reports.
8. Act as backup for Business License and Refuse payment collection.
9. Maintains employee leave records.
10. Ensures that all cash received is secured before leaving.

11. 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 payroll, accounting or other related business practices
3. Must be proficient with all products in the Microsoft Office Suite
4. In depth knowledge of accounting and payroll practices and structures
5. Ability to be bonded
6. Missouri drivers license

**Necessary Knowledge, Skills, and Abilities:**

1. Knowledge of accounting principles.
2. Skill in using a computer and various software programs.
3. Skill in using standard office equipment.
4. Skill in oral and written communication.

**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 and lack of communication between departments contribute to the complexity of the work.

**Principal Working Relationships:**

1. Co-workers, vendors, other city employees.
2. 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:**

None.

**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.