

**JOB TITLE: Accounting Technician I**

**JOB CODE: 04.11**

**GRADE: 09**

**CLASSIFICATION: Non-Exempt**

**PURPOSE OF THE POSITION:** The purpose of this position is to process a variety of purchase orders, invoices, vendor contracts and other documents relating to the purchase of materials, equipment, supplies and service.

**MINIMUM QUALIFICATIONS:** High school graduate or equivalent, supplemented by college level courses in accounting. Two (2) years of experience in accounting and bookkeeping is required. Familiarity with accounts payable and payroll functions is required.

**SPECIAL REQUIREMENTS:**

- Knowledge of City regulations, rules, procedures and functions relating to the processing of purchase orders and invoices.
- Knowledge of purchasing principles and practices, including requirements specific to City procurement operations.
- Knowledge of basic accounting and bookkeeping procedures.
- Ability to make delegated decisions with minimum supervision, in accordance with applicable laws, regulations, procedures and approved operating practices.
- Ability to follow complex oral and written instructions
- Ability to perform routine mathematical calculations.
- Ability to operate a desktop computer and various software programs
- Ability to research information and analyze data to arrive at valid conclusions and recommendations.
- Ability to communicate effectively and clearly, both orally and in writing.
- Ability to exercise sound judgment, tact, courtesy and discretion when acting as a representative of the City in establishing and maintaining good working relationships with vendors and contractors.
- Ability to establish and maintain customer-oriented and effective working relationships among staff, with employees of other City offices and the general public.

**ESSENTIAL FUNCTIONS:**

- Prepares purchase orders, vendor contracts, expenditure vouchers and other documents relating to the purchase of materials, equipment, supplies and services for the Department. Enters appropriate information into the City's Financial Management System.
- Compares invoices received with bid or requisition, verifies or investigates and reconciles discrepancies and submits verified or reconciled invoices for payment.
- Initiates purchase orders for annual purchases, rentals and continuing supply contracts.
- Reviews open purchase orders periodically; cancels those no longer active; maintains current file of status of pending requisitions.
- Ensures qualification of vendors through appropriate documentation.
- Uses telephone, facsimile and/or e-mail to resolve problems or issues with vendors

concerning price quotations, substitutions, delivery schedules, clarification of specifications and other matters concerned with purchasing activities.

- Provides information regarding procurement policy, regulations or procedures to foremen and other operational personnel.
- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that would be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbent may be required to perform job-related tasks other than those specifically presented in this job description.

**PUBLIC CONTACT:** Customer service skills are an essential component of this position. In addition to daily contact with employees of other City departments, the incumbent interacts frequently with vendors and contractors.

**SUPERVISION RECEIVED:** Works under the supervision of the Department Head or designated representative. Direct supervision is minimal concerning day-to-day activities. Completed work is reviewed primarily in terms of results achieved and in the maintenance of effective and harmonious work contacts. Incumbent is required to use initiative, judgment and ingenuity in planning and executing routine work.

**SUPERVISION EXERCISED:** None.

**PHYSICAL REQUIREMENTS:** This is office work, requiring limited physical effort. Visual acuity is required for reviewing, checking, preparing and maintaining computer and manual files, as is manual dexterity to operate computers and other office equipment. Incumbent is required to have sufficient hearing ability to perceive information accurately at normal spoken word levels. Manual dexterity to operate computers, and other office equipment is required.

**ORGANIZATIONAL STATUS:** Under the direction of and responsible to the Department Head or designated representative.