



Title: Accounting Technician I (Accounts Receivable)

FLSA Status: (Non-Exempt)

BRIEF DESCRIPTION:

The purpose of this position is to provide clerical work in one of the following functions: accounts payable, accounts receivable, and payroll. This is accomplished by performing financial record keeping and financial transactions related to area of assignment. Other duties may include completing related tasks as assigned.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

| (S) Sedentary | (L) Light | (M) Medium | (H) Heavy | (V) Very Heavy |
|---|---|---|---|--|
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly. |

| # | Code | Essential Functions |
|---|------|--|
| 1 | S | Processes accounts receivable, including billing and input for departments; updates and balances reports. |
| 2 | S | Adjusts accounts for returned checks, deposits, and rendered fees. |
| 3 | S | Processes statements, collection notices and refunds to customer accounts. |
| 4 | S | Performs various routine clerical duties; prepares reports, maintains records, sorts and distributes mail. |



JOB REQUIREMENTS:

| -Description of Minimum Job Requirements | |
|--|---|
| Experience | 9-12 months experience. Moderate previous experience required in the same or similar previous positions. The job requires a working understanding of common techniques, methods, practices, procedures, use of forms, routines, etc., of an intermediate nature. |
| Education | High school plus additional course work (equivalent to up to 1 year at a Community College or equivalent resulting in accumulation of similar knowledge and abilities). |
| Technical Skill | Skilled technical skills. Work requires predominately routine and some non-routine technical skills. Requiring practical knowledge of a technical field with use of judgment and decision-making abilities appropriate to the work environment to the organization. |
| Physical Demands | Work requires light or low amount of physical exertion. The job requirements for manual dexterity or physical manipulation are limited. The need for physical stamina and endurance is of minimal or low significance. The degree of physical strain produced on the job is somewhat taxing, but does not usually produce fatigue and require periods of rest. Freedom of movement exists, and the job does not confine the employee to a prescribed body posture. Body movement usually involves sitting and intermittent walking. |
| Contacts | Contacts are an integral part of the job as work involves internal and external contacts for the purpose of problem-solving with respect to matters of considerable importance to the organization requiring tact, diplomacy and persuasiveness and/or where no guidelines exist. Improper handling could affect relationships between departments or functions. Contacts are frequently at the same or higher levels. Interactions may affect City business. Work involves regular contact with people who are upset, uncooperative or have difficulty communicating their requirements and/or a regular requirement to communicate information that people do not want to hear or may find upsetting. |
| Responsibility | May show another employee how to perform a task or may have some lead authority over one or more people for a short period of time through the year. May train replacement and/or co-worker in own job functions. |
| Accountability | Decision/action situations have a moderate impact on the organization. Errors are usually detected after the fact and may result in significant interruption and delay in work output and may have a moderate impact on resources within a department. Errors may have an impact on other departments and external relationships. |
| Environment | No adverse environmental conditions, pleasant surroundings. |
| Safety | Work involves few, if any, duties that if incorrectly performed could present a safety risk to others. |
| Reading | Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study. |
| Math | Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study. |
| Writing | Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study. |
| Certification & Other Requirements | None |



OVERALL PHYSICAL STRENGTH DEMANDS:

| -Physical strength for this position is indicated below with "S" | | | | |
|---|--|---|---|--|
| Sedentary | Light | Medium | Heavy | Very Heavy |
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

PHYSICAL DEMANDS:

| C Continuously 2/3 or more of the time. | F Frequently From 1/3 to 2/3 of the time. | O Occasionally Up to 1/3 of the time. | R Rarely Less than 1 hour per week. | N Never Never occurs. |
|---|---|---|---|-----------------------------|
|---|---|---|---|-----------------------------|

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

| -Physical Demand- | -Frequency- | -Brief Description- |
|------------------------------------|-------------|---|
| Standing | O | Observing work site, observing work duties, communicating with co-workers |
| Sitting | F | Desk work, meetings, driving |
| Walking | O | To other departments/offices, around work site |
| Lifting | R | Supplies, files |
| Carrying | R | Supplies, files |
| Pushing/Pulling | O | File drawers, tables and chairs |
| Reaching | O | For supplies, for files |
| Handling | F | Paperwork |
| Fine Dexterity | F | Computer keyboard, telephone keypad, calculator |
| Kneeling | R | Filing in lower drawers, retrieving items from lower shelves/ground |
| Crouching | R | Filing in lower drawers, retrieving items from lower shelves/ground |
| Crawling | N | Under equipment |
| Bending | O | Filing in lower drawers, retrieving items from lower shelves/ground |
| Twisting | R | From computer to telephone |
| Climbing | R | Stairs, step stools |
| Balancing | N | On step stools |
| Vision | C | Reading, computer screen, driving |
| Hearing | C | Communicating via telephone/radio, to co-workers/public |
| Talking | F | Communicating via telephone/radio, to co-workers/public |
| Foot Controls | N | Driving |
| Other (specified if applicable) | | |



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Standard office equipment, scanner, telephone, 10-key, computer, scanner, Peoplesoft, Microsoft Office.

ENVIRONMENTAL FACTORS:

| C Continuously | F Frequently | O Occasionally | R Rarely | N Never | | D Daily | W Several Times per Week | M Several Times per Month | S Seasonally | N Never |
|-----------------------------|-----------------|-------------------|-------------|------------|--|-------------------------|-----------------------------------|------------------------------------|-----------------|------------|
| -Health and Safety Factors- | | | | | | -Environmental Factors- | | | | |
| Mechanical Hazards | | | N | | | Respiratory Hazards | | | N | |
| Chemical Hazards | | | N | | | Extreme Temperatures | | | N | |
| Electrical Hazards | | | N | | | Noise and Vibration | | | N | |
| Fire Hazards | | | N | | | Wetness/Humidity | | | N | |
| Explosives | | | N | | | Physical Hazards | | | N | |
| Communicable Diseases | | | N | | | | | | | |
| Physical Danger or Abuse | | | R | | | | | | | |
| Other | | | | | | | | | | |

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

| F Frequently From 1/3 to 2/3 of the time | O Occasionally Up to 1/3 of the time | R Rarely Less than 1 hour per week | N Never Never occurs |
|--|--|--|----------------------------|
| -Description of Non-Physical Demands- | | | -Frequency- |
| Time Pressure | | | F |
| Emergency Situation | | | R |
| Frequent Change of Tasks | | | O |
| Irregular Work Schedule/Overtime | | | R |
| Performing Multiple Tasks Simultaneously | | | F |
| Working Closely with Others as Part of a Team | | | O |
| Tedious or Exacting Work | | | F |
| Noisy/Distracting Environment | | | R |
| Other | | | |

PRIMARY WORK LOCATION:

| | | | |
|--------------------------------|---|----------|--|
| Office Environment | X | Vehicle | |
| Warehouse | | Outdoors | |
| Shop | | Other | |
| Recreation/Neighborhood Center | | | |