



City of Hopkins

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Classification Title:	Accounting Technician
Department:	Finance
Supervisor:	Finance Director
FLSA Status:	Non-Exempt, Regular Full-Time
Grade:	7

CLASS SUMMARY:

The Accounting Technician is responsible for performing medium complex accounting and clerical duties related to keeping and adjusting financial and case records and accounts following standard accounting practices. Responsibilities may include: verifying transactions; processing accounts payable, account receivable transactions and payroll; monitoring expenses and payments; reconciling accounts; assists in clarifying non-complex discrepancies; preparing, reviewing, and submitting routine statements and reports; maintaining department accounting records and database; and responding to a variety of inquiries about financial information.

Scope of Impact:

The duties and responsibilities of this job are performed with latitude for independent judgement in accordance with Department and City policies, Federal, State and Local regulations and are based on detailed knowledge of department operations. Work is subject to periodic review by the supervisor, who provides input on approval of recommendations and discusses assignments, priorities and work.

CLASSIFICATION ESSENTIAL DUTIES:

This job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

- Maintains and reconciles a variety of accounts and processes transactions related to accounts payable, accounts receivable, and payroll; work may involve receiving, reviewing, preparing, processing, verifying, reconciling, monitoring, and/or calculating a variety of receipts, billings, checks, deposits, expenses, invoices, statements, funds, refunds, new account and customer information, claims and property information, payments, fees, and/or other related information
- Codes and reviews data; enters information into and updates accounting records, databases, and related systems; processes transactions and changes; makes journal entries; prepares, reviews, runs, submits, and/or reconciles routine



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statements and reports; files paperwork; and performs other related duties.

- Performs front-desk and customer service duties to include responding to inquiries and requests for information, including financial information, over the phone, email, and in person; work may involve directing customers and visitors to appropriate locations; taking and transmitting messages; assisting in clarifying non-complex discrepancies; looking up and communicating account balances and other information; and/or, performing other related activities.
- Performs collection activities on delinquent accounts; sets up payment plans with customers; applies penalties; and transfers information to relevant departments/agencies
- Coordinates with internal and external departments/agencies/personnel to facilitate accounting and assigned departmental operations; work may involve working with the public works department to report on and coordinate meter reading activities; troubleshooting and training on basic software issues/upgrades; and mailing notices and other correspondence
- Prepares, updates, and maintains a variety of financially related correspondence, reports, notices, billings, records, spreadsheets, schedules, website information, and/or files
- Performs a variety of clerical activities in support of daily operations, which may include:; drafting documents, preparing agendas, transcribing and distributing meeting minutes; updating websites; and researching information
- May serve as a public notary
- Performs other duties of a similar nature or level.

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

- Positions in the Finance department (A/R and Utility Billing) may be responsible for
 - Maintaining utility accounts
 - Serving as the part-time front-desk cashier/representative for City Hall.
 - Coordinating with the Public Works department and performing meter reading activities, including loading readings, preparing reread sheets,



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- coordinating repairs, and performing related duties.
- Troubleshooting general software and system issues, upgrading applicable software, and providing training to staff.
- Positions in the Finance department (Assessing) may be responsible for
 - Providing administrative support in areas related, but not limited to, to real property taxes, homestead applications, street improvement projects, and assessment fees.
 - Providing assessing support services, including evaluating and determining property eligibility classifications, processing assessment rolls, publishing and/or mailing public hearing and other notices, certifying special assessments, collecting payments, and conducting assessment searches.
 - Administering appeals and senior special assessment deferments.

ESSENTIAL KNOWLEDGE AND SKILLS:

Knowledge of

- Basic accounting principles;
- Applicable terminology in assigned area of responsibility;
- Applicable local, state and federal laws, rules, and regulations;
- Bookkeeping principles and practices;
- Cash handling procedures;
- Customer service principles;
- Mathematical principles;
- Account research techniques;
- Conflict resolution techniques
- Consensus building techniques
- Modern office equipment.

Skills

- Reconciling accounts;
- Operating a computer, applicable software applications, and modern office equipment;
- Providing customer service;
- Handling cash;
- Applying local, state and federal laws, rules and regulations;
- Entering data into computerized systems;



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- Filing;
- Performing mathematical calculations;
- Handling multiple tasks simultaneously;
- High organization skills;
- Extensive written and oral skills;
- Analyzing information and accounts for discrepancies;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information.

QUALIFICATIONS:

MINIMUM EDUCATION AND EXPERIENCE:

Associate's degree or two-year technical certificate in Accounting; 4 years accounting support or related experience; or an equivalent combination of education and experience.

LICENSING REQUIREMENTS:

None

Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, reaching, standing, walking, fingering, grasping, talking, hearing, and seeing.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.



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Working Conditions:

Office Environment

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.