

City & Borough of Wrangell

Position Description

Position: Accounting Technician	Position Number:
Department/Site: Finance	FLSA: Non-exempt
Evaluated by: Finance Director	Salary Grade: 18

Summary

Provides technical general ledger accounting services assuring accurate and timely financial information that can be used for current and future financial and program decisions. Maintains complete financial records for special funds or agencies using the City's accounting services. Performs reviews and reconciliation of a full range of general fund accounts. Assists in the coordination and recording of all official activities of the Port Commission and the Borough Assembly in the Borough Clerk's absence.

Distinguishing Career Features

The Accounting Technician is the senior level in a two-level career ladder for clerical and technical accounting. The Accounting Technician has a working knowledge of the computer-aided accounting system and codes as well as the ability to process a range of financial transactions for complete accounts such as accounts payable and receivable. Advancement to Accounting Technician is possible with knowledge of and competency in preparing journal entries to general ledger, electronic funds transfers, payroll, and special accounting performance reports. Advancement to a professional accounting position is based on need and compliance with the requirements of the position.

Essential Duties and Responsibilities

The Accounting Technician is capable of performing in general ledger, special fund accounting, payroll and related accounting, however, the Accounting Technician will generally specialize in one area and serve as a backup in others.

General Ledger Accounting

- Reconciles specific balance sheet asset accounts.
- Assists with opening and closing of financial records based on fiscal year and entry of budgets.
- Provides assistance to other accounting staff on an as-needed basis to balance fluctuations in workflow.

Payroll Services

- Sets up and maintains employee payroll records. Ensures records are up-to-date and include the necessary job and biographical information for accurate group benefit and retirement plan coverage and deductions.
- Prepares regular payrolls for personnel, prepares retirement reports. Computes payroll

deductions including those for retirement, union dues, tax sheltered annuities, withholding taxes and insurance.

- Verifies accuracy of individual employee benefit rates, calculating unused portion of allowable benefit cap. Sets up and maintains payroll vendor files for various benefits and miscellaneous deductions.
- Calculates pay data and benefits arrangements for employees leaving service, retirees, and special circumstances. Processes appropriate coverage and payments under COBRA and/or other agreements. Reconciles voluntary employee deductions and payments for payment to third party insurers.
- Assures payroll timelines are met, maintains payroll controls, and assures proper procedures, policies, rules and regulations are applied to payroll activities. Checks payrolls for compliance with rules, regulations and policies.
- Interprets and explains payroll policies, procedures, and technical issues to employees, referring only the most difficult and sensitive matters to higher authorities.
- Audits and updates regular and supplemental payrolls adding payroll information for new employees and calculating proper deductions on an 'as-needed' basis.
- Assists accounting staff with the reconciliation of payroll system details to general ledger. Prepares document trails to support audit requirements.
- Prepares reporting of federal, state, and special payroll taxes and statutory fund contributions to external agencies. Prepares retirement and withdrawal forms and reports for pay systems.
- Participates in activities connected with the development and maintenance of automated payroll systems using relational databases.
- Performs other duties as assigned that support the overall objective of the position.

Property Tax Services

- Responsible for working with assessor in completing annual property tax process. This includes entering names and address changes on property during the year and filing the new deeds.
- Responsible for sending out annual property tax exemption forms and advertising the exemptions in the newspaper.
- Responsible for working with the assessor and entering new assessment information into tax records and sending out annual assessment notices.
- Responsible for advertising the assessment and appeal process and working with taxpayers filing appeals.
- Responsible for working with the assessor on property tax appeals and preparing exemption reports and appeal information for the assessor and Board of Equalization.
- Responsible for preparation of final tax rolls and preparation and sending out of property tax bills.

- Responsible for maintaining and reconciliation of property tax receivables.
- Responsible for collections on property taxes including the foreclosure process.
- Maintain ArcGIS mapping information, including new plats, easements and property owner information.

Sales Tax and Transient Occupancy Tax Services

- Prepare and mail sales tax and transient occupancy tax reporting forms.
- Responsible for maintaining sales tax and transient occupancy tax records.
- Responsible for collections of delinquent sales tax and transient occupancy taxes.

Port Commission Services

- Act as Recording Secretary for Port Commission meetings.
- Responsible for preparation of public notices, preparation of agendas and recording of minutes for Port Commission meetings.

Borough Assembly Services

- Act as Deputy Borough Clerk during the absence of the Borough Clerk; perform all duties of the Borough Clerk, including public notices, preparation of agendas and recording minutes of Borough Assembly meetings.
- Assist Borough Clerk with election activities as required.

Other Duties and Responsibilities

- Cross train other office personnel to perform various job-related duties and maintain a strong sense of teamwork.
- Work cooperatively with public, other external agencies and other Borough employees.
- Perform administrative and secretarial duties as needed.
- Work with IT technician and office personnel in maintenance of computer networks.

Qualifications

▪ Knowledge and Skills

The position requires considerable knowledge of the principles and procedures of accounting, auditing, and finance. Requires in-depth knowledge of generally accepted financial processes and regulations and controls applying to assigned financial operations. Requires a working knowledge of audit documentation requirements. Requires in-depth knowledge of automated accounting systems and relational databases used for storing and linking accounting data. Requires well-developed math skills to perform complex accounting computations. Requires sufficient language skills to prepare reports suitable for external publishing. Requires well-developed human relation skills to explain detailed information in small group settings and work with staff in an advisory capacity.

▪ **Abilities**

Requires the ability to perform the functions of the position. Requires the ability to apply accounting controls, rules, and procedures, and to perform accounting tests. Requires the ability to research, compile, analyze, and interpret accounting data. Requires the ability to maintain accurate and retrievable files, records, audit trails and trace transactions to original entries. Requires the ability to perform accounting and general math computations quickly and accurately. Requires the ability to organize and prioritize work to meet deadlines and timetables. Requires the ability to work as contributing member of a team, work productively, patiently, and cooperatively with other teams, vendors, and external customers, and convey a positive image of the City and Borough and its services. Requires the ability to access and use a computer, common office productivity software, and specialized accounting software to access databases.

▪ **Physical Abilities**

Incumbent must be able to work in an office setting engaged in work of a primarily sedentary nature. Requires sufficient hand-eye-arm coordination to use a keyboard and 10-key, arm/hand movements to retrieve work materials from storage files, and operate a variety of general office equipment. Requires visual acuity to read computer screens, printed material, and detailed accounting information. Requires auditory ability to carry on conversations over the phone and in person.

▪ **Education and Experience**

The position typically requires an associate's degree in accounting or finance or equivalent plus four years of relevant and progressively responsible experience in governmental accounting, budgeting, or closely related field. Additional education may substitute for some experience.

▪ **Licenses and Certificates**

May require a valid driver's license.

▪ **Working Conditions**

Work is performed in an office environment with minimal safety considerations.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.