

MS
4/12/19

RESOLUTION 2019- 61

A RESOLUTION ACCEPTING AND APPROVING A REVISED JOB DESCRIPTION FOR THE POSITION OF SENIOR ACCOUNTING TECHNICIAN AT PAY GRADE 46, FOR THE CITY OF ROCK SPRINGS, WYOMING.

WHEREAS, the City of Rock Springs wishes to revise the job description for the position of Senior Accounting Technician and place it at pay grade 46; and,

WHEREAS, the Governing body of the City of Rock Springs has said revised job description before it and has given it careful review and consideration.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF ROCK SPRINGS, STATE OF WYOMING:

Section 1. That the revised job description for the position of Senior Accounting Technician at pay grade 46, attached hereto and by this specific reference made a part hereof, is hereby accepted and approved by the City of Rock Springs, Wyoming.

PASSED AND APPROVED this _____ day of April, 2019.

President of the Council

Mayor

Attest:

City Clerk

City of Rock Springs Job Description

POSITION TITLE: Senior Accounting Technician

DEPARTMENT: Finance

SUPERVISOR: Director of Administrative Services

GENERAL:

The employee will support the City of Rock Springs mission *“To provide all individuals, through the combined efforts of city government and the people it serves, an effective, efficient and productive form of government, while promoting an enhanced quality of life, open communications and economic growth”*.

The employee will demonstrate the ability to manage time, maintain a safe and clean environment; practice confidentiality; treat all persons with respect and professional courtesy; accept change; accept and provide constructive feedback; and work as a team player. The employee must also demonstrate the competencies for their position, and adhere to policies and procedures of their department and the City of Rock Springs.

JOB SUMMARY:

Under direction, to perform a variety of the most complex and difficult technical accounting duties including those involving payroll, accounts payable, accounts receivable, and utility billing; to assume responsibility for a functional area which includes multiple sets of financial records; to coordinate with other departments and City staff in order to consolidate information necessary for the preparation of financial reports, statements, and special financial analyses.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs a variety of duties including, but not limited to:

1. Assume responsibility for coordinating the work of a functional area which includes multiple sets of financial records; may provide lead supervision, plan, and review the work of technical accounting staff responsible for providing accounting services and activities; plan, direct, and participate in the performance of complex accounting procedures, services, and activities including payroll, accounts payable, accounts receivable, and utility billing.
2. May train assigned staff in the areas of work assignments, methods, techniques, and the use and operation of equipment in the assigned area; verify work of assigned employees for completion of assignment, accuracy, proper work methods, techniques, and compliance with applicable standards and guidelines.
3. Coordinate accounting activities with other department, division, and City staff in order to consolidate information necessary to ensure an accurate and orderly month end close; ensure tasks are completed accurately and timely.
4. Provide technical information and instruction regarding applicable year-end procedures and methods; interpret and explain rules and regulations; answer questions and resolve problems or complaints.
5. Research and answer questions regarding status of accounts, the proper coding of transactions, and other matters; provide information and explanations for auditors.

6. Perform the full range of complex and difficult duties including those involving responsibility for projects and issues.

7. Assist with clerical and administrative duties across any department as requested.

8. Maintenance of personnel records, employee handbooks, orientation manuals, and other publications on employee working conditions and benefits.

9. Assist with the acceptance, tracking and forwarding of potential applications to the appropriate department personnel.

6-10. All senior accounting technician duties may be substituted for each other either permanently or temporarily as requested, however, below are generally the functions assigned to each position.

7-11. **When assigned to general finance:**

- a. Maintain and reconcile a variety of ledgers, reports and account records; examine and correct accounting transactions to ensure accuracy; prepare and post journal entries.
- b. Gather, check, and tabulate data used in the preparation of records and reports; research background information and account histories.
- c. Perform a variety of general clerical duties including typing, maintaining files and records, processing mail and ordering supplies; distribute mail and supplies to appropriate departments.
- d. Assist customers, departments, and employees by providing fiscal information, explaining procedures, and answering questions.
- e. Prepare a variety of routine fiscal reports, statements, and schedules; prepare new-year, mid-year, and year-end reports.
- f. Post purchases and issues for inventory stores; balance monthly.
- g. Receive and deposit cash and checks to a cash drawer; maintain a proper balance in cash drawer.
- h. Process cashier transactions, mailed payments, and drop off payments; balance and prepare daily deposit; run daily cash report; verify and balance cash received from other departments.
- i. Assist customers at counter; enter all payments received in the mail or over the counter; balance and post deposits; open and close accounts.
- j. Maintain cemetery records in the computer and ledger; sell cemetery lots; assist people in finding deceased relatives or friends; enter monthly deceased in computer; update cemetery listing. Issue and maintain records of cemetery deeds.
- k. Process mail, vendor disbursement checks and payroll checks.
- l. Issue and maintain records of City-designated permit parking areas.
- m. Apply for State issued fuel refunds.
- ~~k-n.~~ Research unclaimed property; file and remit unclaimed property to other states.
- ~~l-o.~~ Assist technicians assigned to accounts payable, accounts receivable and payroll.

8-12. **When assigned to accounts payable:**

- a. Sort, audit, match and distribute invoices from vendors and service providers; confer with vendors regarding purchase orders, invoices and payments; review statements for accuracy and completeness; process invoices for approval for payment; enter data and prepare information for check runs.
- b. Process requisitions, field orders and purchase orders; ~~assign budget~~; attach invoices and packing slips; check for proper authorization and documentation.

- c. Process blanket orders; reconcile statement with invoices; assign budget numbers.
- d. Process utility payments, travel and personal reimbursements, contract payments, utility batch refunds, and deposit refunds; process payments for postage.
- e. Reconcile monthly credit card statements to supporting invoices and receipts and insure conformity with all City policies.
- d.f. Set up, maintain and track all contract purchases, including pay applications; verify and track retainage to insure accuracy.
- e.g. Assist with budget questions and research.
- f.h. Train personnel for purchasing procedures and computer purchase order entry.
- i. Prepare necessary reports and registers for disbursements and associated bank transfers.
- g.j. Maintain and update travel request files for all city personnel.
- k. Maintain current vendor information including 1099 information.
- h.l. Provide vendor's with current employee authorized purchasers and tax exempt forms.
- i.m. Open and account for all vendors.
- n. Assist in preparing necessary work papers for the fiscal year-end audit.
Distribute cellular phones to employees; maintain distribution records. Assist in replacement of non-working phone equipment.

9.13. When assigned to utility billing:

- a. Prepare and maintain daily cash flow accounts in cooperation with GMBA; create and maintain documentation for all deposits collected or disbursed; create ledger for monthly water revenue report.
- b. Prepare utility billings; make adjustments in billings.
- c. Perform customer service for City utility customers involving billing issues, new accounts, cancellations, and water and sewer accounts.
- d. Process and coordinate meter reading to generate billing and final billing-
- e. Create and implement sewer user fees based on City resolution and generate reports to assist in budget preparation.
- f. Receive and process all work orders and applications for water and sewer accounts.
- g. Maintain general and subsidiary ledgers according to established revenue and expenditure account classifications.
- h. Open and close accounts; process and maintain accounting records for water service accounts and a wide variety of revenue and expenditure categories.
- i. Assign appropriate account numbers and billing rates for utility and other municipal services; make adjustments and corrections on accounts.
- j. Maintain collection process for closed accounts with outstanding balances; assign accounts to collection agency.
- k. Facilitate the process for journal entries on all small credit balances on closed accounts.
- l. Process accounts for refunds.
- m. Order all month-end reports and balance water and sewer funds.
- n. Assist in preparing necessary work papers regarding utility accounts receivable and water consumption for the fiscal year-end audit.
- o. Implement policies and procedures related to billing software.
- p. Work directly with Water Service Department Superintendent and field staff to accurately account for all water usage.
- q. Follow up with utility customers regarding meter reading exceptions to verify all software and equipment is working properly and efficiently. Take appropriate action to rectify equipment needing repaired or replaced.
- r. Maintain collection process for active accounts and facilitate service disconnection in accordance with City Ordinance to ensure timely payment for services.

- s. Facilitate and track testing and notification requirements, provide timely notification of violations to consumers, and prepare annual Water Quality Consumer Confidence Report as required by the EPA.
- t. Maintain Resident Portal Website for utility customers.
- u. Adhere to legal guidelines and City Ordinance to properly manage utility customers awarded a bankruptcy filing.

10.14. When assigned to payroll:

- a. Enroll new employees; assist in explaining and setting up applicable benefits; set up and maintain employee payroll and personnel files; document any changes pertaining to payroll, benefit, and deduction information; Maintain employee accrual information.
- ~~a.b.~~ Set up and maintain employee benefit information including billing information.
- ~~b.c.~~ Perform all functions of payroll and personnel processing; verify hours on timesheets; enter time in computer; check hours; verify calculations, tax applicable benefits; run checks and updates; prepare bank transfer; disburse to departments.
- ~~c.d.~~ Reconcile and pay all billings for employee benefits and deductions processed from payroll; prepare electronic transfer 941 taxes after each payroll (EFTPS).
- ~~d.e.~~ Report monthly labor statistics for Department of Labor as well as monthly new hire report for Wyoming New Hire. -
- ~~e.f.~~ Prepare quarterly 941 reports and unemployment wage reports; pay unemployment claims to Wyoming Department of Employment.
- ~~f.g.~~ Reconcile W-2 information with 941's; run W-2's; and OSHA 200 report.
- ~~g.h.~~ Prepare ~~semi-annual and~~ annual publications of gross wages/positions/employees to local newspaper as required by State statute.
- ~~h.i.~~ Maintain general file of legal documents on child support, wage garnishments, and tax levies readily accessible for reference.
- ~~i.j.~~ Record and file all employee injury reports with Wyoming Workers' Safety and Compensation Division.
- ~~j.k.~~ Provide employment verifications per phone and mail request.
- ~~k.~~ Complete other surveys and reports as required.

11.15. When assigned to accounts receivable:

- a. Maintain general and subsidiary records of the accounts receivable according to established fund account classification; prepare and maintain a complete set of records in application to accounts receivable functions; implement and update charges, adjustments, and payments; prepare statements and reports; prepare documents for bankruptcies and collection proceedings; file and release liens; prepare documents for uncollectible accounts; prepare documents for the fiscal year-end audit~~annual audit~~.
- ~~a.b.~~ Maintain, track and prepare billing statements for Senior Center and all rental agreements.
- c. Maintain general and subsidiary records of the fixed assets according to established fund account classification; process, enter, and issue identification for equipment, property, and vehicles; maintain records and prepare documents for annual audit and federal grant tracking and the fiscal year-end audit. Perform spot checks of asset inventory counts/balances at all locations within the City.
- ~~b.d.~~ Maintain record of consumable inventory; perform periodic review of departmental records to ensure records are complete and accurate; prepare documents for the fiscal year-end audit. Perform spot checks of consumable inventory counts/balances at all locations within the City.
- ~~e.e.~~ Establish, research, and maintain a database for infrastructures, land, easements, land improvements, and buildings.

- d.f. Ensure administration, maintenance and compliance of federal, state and local grants for various departments. Prepare grant reports and assist in performing grant draws.
- g. Assist in preparing construction in progress schedules.
- h. Set-up, bill and maintain all records for all business' within the City of Rock Springs, to include transient merchants and peddlers.
- e.i. Set up and maintain licensing of Sexually Oriented Business' and their employees (Entertainers, Security, Managers etc.)
- f.j. ~~Help~~ Facilitate surplus property auctions and record asset disposals and convey necessary accounting information.
- k. Perform purchasing duties as necessary to include all entering, including, but not limited to preparation of urban renewal department's requisitions and/or purchase orders; perform special projects as assigned.
- g.l. Maintain city-wide Amazon account to include ordering for all departments.
- h.m. Perform general clerical and secretarial work; cross train to cover Deputy City Clerk Council meeting functions including minutes.
- n. Assist the Fire Civil Service and the Police Civil Service Commissions with duties needed to administer and organize the application process and prepare and assist for the testing and hiring process. Assist in the recruiting of applicants.

ABILITIES AND REQUIREMENTS

Has the knowledge, skills and ability to:

1. Understand, interpret and apply pertinent Federal, State, and local laws, codes, regulations and policies and procedures.
2. Understand, apply and independently perform advanced accounting and financial record keeping principles, procedures, audit, and methods for governmental financial and accounting transactions.
3. Understand and provide principles of lead supervision and training to designated staff.
4. Understand and effectively utilize automated financial management systems and computer accounting software programs.
5. Understand and effectively utilize modern office practices, methods, and computer equipment.
6. Ability to work collaboratively and communicate clearly and effectively, both orally and in writing, with staff, City Officials, outside agencies and the general public.
7. Ability to utilize applicable spelling, vocabulary, grammar, and punctuation in business letter writing, record keeping, minute taking, and database applications.
8. Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work including, but not limited to employees, vendors and the general public.
9. Research, compile, analyze, interpret and prepare a variety of fiscal, statistical and administrative reports.
10. Maintain confidential data and information.

11. Plan and organize work to meet schedules and timelines and the ability to exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
12. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
13. Handle multiple concurrent projects and manage priorities and tasks.
14. Understand the organization and operation of the assigned department and the City necessary to assume assigned responsibilities.
15. Perform mathematical computations quickly and accurately.
16. Prepare and maintain accurate and complete financial records.
17. Formulate, review, and administer human resource policies, procedures, and practices.
18. Prepare clear and concise human resource administrative reports, communicating them in a timely manner.
19. Prepare and maintain accurate and complete record of all applications for employment received by the City.

EXPERIENCE AND TRAINING

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities may be:

Experience:

Four years of increasingly responsible advanced technical accounting experience with some lead supervisory experience.

Education:

Associate's degree preferred from an accredited college with major course work in accounting or a related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 50 lbs., exposure to cold, heat, noise, outdoors, chemicals, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

ACKNOWLEDGEMENT:

I certify I have received, read, and understand my job description and am aware that my performance evaluation is based on carrying out the requirements of this job description.

Signature of Employee

Date

Signature of Supervisor

Date

Effective Date: November 1, 2000
Revised: ~~July~~ April 16, 2019~~3~~