

CITY OF SHAKER HEIGHTS
Position Vacancy Announcement
FOR IMMEDIATE POSTING

November 7, 2016

Job Title: Accounting Technician
Department: Finance
Starting Salary: Negotiable to mid-40's, DOQ
Application Deadline: Open until position filled

GENERAL DEFINITION OF WORK:

Performs intermediate technical and clerical work involving the preparation and/or maintenance of fiscal or related records; does related work as required. Work is performed under general supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Performing general accounts payable, accounts receivable, cash receipts, purchasing, and/or general accounting work; assisting with various financial transactions, reporting, records preparation and maintenance. (These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Gathers, assembles, tabulates, checks and files accounts payable and other financial data.
- Posts, checks, balances and adjusts routine financial accounts, bank statements and credit card reconciliation.
- Checks invoices; maintains financial, insurance and statistical records and compiles reports.
- Processes accounts payable, accounts receivable, utility and other City-wide bills.
- Processes contract documents, requisitions, purchase orders and related correspondence and documentation.
- Operates computer terminal to post data, payable and budgetary information using integrated financial reporting system.
- Maintains accounts, receipts, disburses and prepares financial statements in compliance with established policies and procedures.
- Posts budgetary information; produces budgetary reports; assists with preparation of departmental procurement requests.
- Processes accounts receivable; reconciles reports.
- Prepares and files various daily, monthly, quarterly and annual fiscal transaction documents and reports.
- Prepares, boxes and labels accounts payable files for archives; sets up files for new year.
- Maintains inventory of and orders office supplies; maintains petty cash fund; ensures postage is available; receives and processes incoming and outgoing mail.
- Operates personal computer and other standard office equipment incident to maintaining records; utilizes spreadsheet and word processing software for completing analysis and reporting tasks
- Provides additional analysis or information to Director and/or City Administration as needed.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of accounting terminology, methods, procedures and equipment; general knowledge of standard office procedures, practices and equipment; general knowledge of accounting principles and related data processing equipment; ability to understand and follow oral and written directions; ability to establish and follow detailed work procedures; ability to post accounts and to perform mathematical computations with speed and accuracy; skill to use a variety of office machines and some typing; ability to establish and maintain effective working relationships with employees, vendors, governmental entities, financial institutions, co-workers and the general public

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in business and considerable experience in accounting and/or bookkeeping. Experience using Tyler Technologies Munis financial application or similar integrated financial systems is preferable but not required. Experience in governmental/fund accounting preferred but not required.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires stooping, reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data,

operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

May require Notary Public certification.

Effective February 12, 2016 the City of Shaker Heights will no longer hire external candidates who use any form of tobacco or nicotine products.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

PLEASE SEND CITY APPLICATION AND/OR RESUME TO THE CITY OF SHAKER HEIGHTS HUMAN RESOURCES DEPARTMENT, 3400 LEE ROAD, SHAKER HEIGHTS, OH 44120.

E-mail: human.resources@shakeronline.com Application available online at shakeronline.com

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