

CITY OF SHAKER HEIGHTS
Position Vacancy Announcement
FOR IMMEDIATE POSTING

June 25, 2018

Job Title: Accounting Technician
Department: Finance
Starting Salary: \$39,403 - \$46,837
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.
- Verifies and enter new vendors into database and maintains W-9s.
- Prepares Finance Committee minutes.
- Prepares Finance Committee agendas and memos and appropriations for Council Committee meetings.
- Prepare and distribute Finance Committee Package.
- Research appropriations for amendments/corrections.
- Reviews and correct travel requests for consistency with city travel policy.
- Processes contract documents, requisitions, purchase orders and related correspondence and documentation.
- Assist with processing point of sale escrow accounts including making deposits, processing partial and final payments and reconciling city database to escrow bank statements.
- Process special assessments into MUNIS and reply to inquiries for unpaid balances.
- Prepare time sensitive Certified Resolutions/Ordinances and tax budget/Assessments documents for the Cuyahoga County Budget Commission.
- Prepare time sensitive legal notices that needs to be advertised in the Sun Press for Tax Budget/Assessments/Property Release Notices/ Police Auctions.
- 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.
- Involved with all facets of gathering information to prepare the Capital and Operating Budget Book for review and final approval by the CAO.
- 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.
- Provides administrative support to Department Director.
- 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. Intermediate/Advanced level Microsoft Word, Excel and PowerPoint knowledge.

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.

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.

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

The City of Shaker Heights does not hire individuals who use or test positive for tobacco or nicotine products.

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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