

**CITY OF SHAKER HEIGHTS**  
**Position Vacancy Announcement**  
**FOR IMMEDIATE POSTING**

**August 20, 2021**

**Job Title:** Accounting Technician  
**Department:** Finance  
**Starting Salary:** To low \$50's, DOQ  
**Application Deadline:** September 20, 2021

**GENERAL DEFINITION OF WORK:**

Performs intermediate technical work performing accounts payable duties, reviewing and approving invoices, reconciling and balancing accounts, reviewing and processing payroll, maintaining databases, performing data entry, maintaining files and records, preparing reports, and related work as apparent or assigned. Work is performed under the limited supervision of the assigned supervisor.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

Performs accounts payable; validates vendors; processes forms; prepares and submits OPERS filings/annual reports; enters and updates data in system; reviews City-related purchase orders; monitors balances on purchase orders and enters invoices for payment.

Validates City invoices for accuracy and makes corrections as needed; recommends corrective actions; balances/reconciles weekly accounts payable check run; posts cash disbursements; distributes checks; maintains records and creates reports; prepares miscellaneous forms, notices, and reports; recommends City efforts to reallocate purchase orders.

Processes payroll; reviews for errors; runs reports; processes leave request forms; prepares payroll change forms; distributes checks.

Maintains assigned databases; performs data entry; maintains records and files; creates various reports; reconciles account balances; receives and provides follow-up on phone inquiries on accounts as needed.

Answers telephone; receives inquiries, complaints, and service requests and resolves them within the framework of established policies and procedures or forwards them to appropriate party for disposition; assists the public with the completion of standardized forms or documents.

Monitors postage funds; applies postage to department mail; monitors service requests for postage meters/copiers; receives, sorts, processes, and distributes incoming and outgoing mail, when needed, for the department.

Analyzes and maintains budget for various department heads as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

General knowledge of accounting terminology and methods; general knowledge of standard office methods and procedures; general knowledge of accounting principles; general knowledge of the principles, procedures, and practices of electronic data processing accounting applications.

Skill in the use of personal computers, associated software packages, hardware, and peripheral equipment; skill in database maintenance and data entry.

Ability to use independent judgment; ability to utilize automated accounting systems; ability to make accurate arithmetic calculations; ability to maintain financial records and to prepare reports and statements; ability to post accounts with speed and accuracy; ability to establish and maintain effective working relationships with associates, other departments, and the general public.

Experience in the use of Microsoft Excel, Microsoft Access, and MUNIS helpful, but not required.

**EDUCATION AND EXPERIENCE:**

Associates/Technical degree with coursework in accounting, finance, business, or related field and considerable experience in reconciling and balancing accounts, government accounting, payroll, or equivalent combination of education and experience.

**PHYSICAL REQUIREMENTS:**

This work is sedentary and requires little to no exertion of force; work regularly requires sitting and using hands to finger, handle or feel and occasionally requires standing, walking and speaking or hearing; work has standard vision requirements; 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; work requires preparing and analyzing written or computer data; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

**SPECIAL REQUIREMENTS:**

None.

*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](mailto:human.resources@shakeronline.com) Application available online at shakeronline.com

**EOE**