

**Accounting Technician -Accounts Payable  
City of Albert Lea**

Title of Class: Accounting Technician-Accounts Payable  
Effective Date: May 2007

**DESCRIPTION OF WORK**

General Statement of Duties: Performs skilled customer service and technical accounting work in accounts payable; performs related duties as required.

Supervision Received: Works under the general supervision of the Finance Director.

Supervision Exercised: None.

**TYPICAL DUTIES PERFORMED**

The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within a class.

- \*Answers questions and responds to complaints and discrepancies on accounts payable and the budget; checks records and attempts to resolve any concerns.
- \*Sends incoming invoices to departments for approval; reviews returned invoices for proper coding, tax calculations, required approvals and budget compliance and forwards to Finance Director for review.
- \*Enters invoices, verifies entries and posts to general ledger; balances totals and processes payment; establishes new vendors in accounts payable system and makes changes to vendors as needed.
- \*Prints accounts payable reports and checks, applies signatures, maintains records and mails checks.
- \*Works with vendors on lost checks and if not cleared by bank, completes affidavit with vendor signature, voids original check and prepares a replacement.
- \*Prepares 1099's per IRS regulations; maintains required W-9 data for each vendor.
- \*Monitors all contract payables and retainage payables for all city contracts inquiring for change orders or reasons for overages.
- \*Monitors all payments to employees to ensure compliance with union contracts or other city policies.
- \*Resolves NSF checks, determining most effective approach for collection through the permissible legal processes.
- \*Maintains capital asset records for the City including determining which expenditures are capital expenditures, entering data into the capital asset accounting system, determining the useful life of each asset in coordination with the department heads, processing depreciation, reconciling capital assets records to the general ledger.

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- \*Coordinates annual inventory of capital assets by each department, updating for additions and deletions, change of locations, or obsolescence.
- \*Maintains the City's operating inventory records updating for purchases and uses of inventory.
- \*Obtains data from each department of their monthly inventory transactions, reviews for irregularities and enters into city's accounting system, reconciles inventory records to the general ledger.
- \*Coordinates annual inventory counts at year-end. Makes comparison of actual counts to the City's inventory data and investigates any large discrepancies.
- \*Files monthly sales tax reports; serves as main contact with Department of Revenue on all sales and use tax issues; assists with sales tax audit inquiries as necessary.
- \*Maintains the Administrative Services Fund (ASF): maintains equipment listing by department, projects upcoming expenses to determine appropriate interdepartmental charges for the ASF equipment and records charges to the general ledger.
- \*Provides backup for accounts receivable clerk position as needed or as scheduled.
- \*Provides backup for all accounting technician positions as needed or as scheduled.  
Performs other duties as needed or required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- \*Considerable knowledge of bookkeeping/accounting practices, procedures and processes.
- \*Considerable knowledge of standard office practices including operation of a networked personal computer with word processing, spreadsheet and specialized financial and accounting software, and Internet and email.
- \*Considerable knowledge of effective customer service practices and recordkeeping.
- \*Considerable knowledge of applicable federal law and state laws, and city ordinances specific to job duties.
- \*Considerable knowledge of all Finance Department operations, policies and procedures.
- \*Working knowledge of the principles of accounting and financial management.
- \*Considerable skill in customer service, including handling complaints and explaining policies and requirements.
- \*Considerable ability to reconcile and balance accounts, detect errors and resolve them.
- \*Considerable ability to work independently and prioritize work.
- \*Considerable ability to process transactions and enter information with speed and accuracy.
- \*Considerable ability to keep accurate, complete and organized records and files.
- \*Considerable ability to develop and maintain effective working relationships and to communicate effectively with City staff and the general public.
- \*Considerable ability to use fine motor skills and perform repetitive movements to process transactions and use computer programs.
- \*Considerable ability to see, read and understand finance and accounting forms, reports and computer screens.
- \*Considerable ability to make arithmetic computations with speed and accuracy.

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- \*Considerable ability to follow oral and written instructions and guidelines and to determine when the guidelines may not apply.
- \*Considerable ability to analyze and solve technical accounting problems.
- \*Working ability to hear and speak when communicating with a large variety of people.
- \*Working ability to stand, bend or stoop to file or retrieve files and to sit for long periods..

**MINIMUM QUALIFICATIONS**

Two years of college coursework in accounting/bookkeeping and two years of accounting/payroll experience, including considerable use of word-processing, spreadsheet and accounting/financial software (or an equivalent combination of training and experience).

Note: Asterisked items are essential to the job.