

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Account Technician		
<b>Job Code:</b>	CL5010	<b>Job Family:</b>	Clerical
<b>Pay Grade</b>	506	<b>Date Reviewed:</b>	06/08/15
<b>FLSA Status</b>	Nonexempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Performs a wide variety of technical financial duties in support of an assigned area including inventory control, customer billing and loan accounts. Provides accurate information to City departments and the general public.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Performs a variety of technical financial duties in assigned area including receiving, processing, monitoring and recording financial or property transactions; and posts information to various ledgers, registers, journals and logs.
2. Balances financial data; maintains records of all transactions; and prepares reports as required.
3. Receives, reviews and distributes financial transaction documents including purchase orders, invoices, customer service accounts, and vendor data.
4. Enters residential/commercial account billing information into computer system; assigns account numbers. Applies payments, reconciles account balances and makes adjustments as necessary. Performs account review to ensure billing and data input accuracy.
5. Sends emails and prepares letters and correspondence to clients who are delinquent on payments; consults supervisor as appropriate.
6. Receives, identifies, inventories, inspects and stores property. Enters information into computer system. Facilitates property release as requested.
7. Answers questions and provides information to the public, outside agencies and other departments and divisions; receives citizen and client complaints and questions; refers to appropriate department staff member for resolution.
8. Performs other duties as required.
9. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**

- City financial policies and procedures.
- Computer software programs including Excel, BuySpeed, FastTrack, BSO, Sage, and BRASS.
- Microsoft Outlook email.
- Bank access and transactions.
- Grants and budgets.
- Void process.
- General Ledger.
- Spreadsheet applications.
- 1099 IRS Guidelines.
- Positive pay processes.
- Collection Laws.
- Procurement Card rules and regulations.
- Purchasing policies and procedures.
- Travel Authorization Procedures.
- Document retention policies and procedures, including destruction requirements.

- **Skill in:**

- Organization.
- Data Entry.
- Accurately entering data.
- Time management.
- Customer Service.
- Clerical duties and filing.

- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Establish and maintain effective working relationships.
- Work independently.
- Pay attention to detail.
- Multitask.
- Troubleshoot.
- Use good judgment.
- Operate assigned equipment.

## **MINIMUM JOB REQUIREMENTS**

Associates degree from an accredited college or university, with major course work in accounting, finance or related field and one year of directly related technical accounting experience.

## **OTHER REQUIREMENTS**

None.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.