

## FINANCE TECHNICIAN

**PURPOSE:** Under supervision using independent judgment, to perform bookkeeping and other office duties necessary to maintain financial records.

### ESSENTIAL FUNCTIONS:

1. Prepare documents covered by standard practice and schedule.
  - \* A. Collect and analyze data from different sources for reports.
  - \* B. Prepare, check, and record requisitions, forms, certificates, notices, bills, payrolls, invoices, vouchers, statements, records, applications, receipts, credits, contracts, checks, and other documents.
  - \* C. Check and distribute prepared documents.
2. Perform bookkeeping duties using independent judgment.
  - \* A. Calculate charges, secure payments, issue receipts, and deposit money from charges, fees, bills, taxes, and deposits.
  - B. Process disbursements and maintain petty cash accounts.
  - \* C. Classify data and distribute charges according to existing accounting systems.
  - \* D. Prepare, audit, correct, and process payment vouchers, purchase orders, journal vouchers, direct disbursements, travel requisitions, and other paperwork.
  - \* E. Compile, maintain, audit, and reconcile various bookkeeping accounts, statements, records, and projects requiring the use of independent judgment.
  - \* F. Maintain ledgers, records, and computer files by recording, posting, and entering transactions, records, and data.
  - G. Assist in compiling data for preparation of department/division operating budget.
  - \* H. Interpret bookkeeping procedures to other City employees as required.
3. Perform office support services.
  - A. Obtain, record, distribute, and route mail, reports, and other material.
  - \* B. Maintain files, accounts, indexes, lists, records, books, rosters, manuals, and systems where discretion and decision-making is involved.
  - \* C. Collect, analyze, and prepare data and materials for typing.
  - \* D. Perform typing, proofreading, correction, and distribution of assessments, bills, work orders, vouchers, requisitions, statements, schedules, forms, contracts, orders, and other documents.
  - E. Requisition, store, distribute, and inventory office supplies.
  - \* F. Operate and maintain duplicating, calculating, adding, addressing, cashiering, mailing, and computer equipment as required.
  - \* G. Interview customers and applicants to obtain necessary information.

- H. Coordinate the distribution of customer house keys and ensure that all keys are accounted for daily.
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- 4. Perform information processing services.
    - \* A. Perform verification of data from source documents and data entry forms.
    - \* B. Perform entry, corrections, retrieval, and audits of information using data entry, microcomputer, and mainframe computer equipment.
    - C. Operate recorders, copiers, printers, bursters, and decollators.
    - \* D. Create and maintain computer files.
  
  - 5. Provide service to the public and resolve complaints.
    - \* A. Serve as receptionist, answer the telephone, attend counter, and refer callers to the proper party.
    - \* B. Provide information, respond to questions, and interpret regulations, policies, and procedures.
    - \* C. Acknowledge complaints and problems and resolve them within areas of authority.
    - \* D. Distribute, secure, review, and issue forms, applications, permits, licenses, and registrations, according to standard policy and procedure and within areas of authority.
    - \* E. Review customer records to determine delinquent payments and assist in credit and collection procedures.

## JOB REQUIREMENTS

### Education & Experience Requirements

- ◆ A. Certification by the City's Joint Apprenticeship Training Committee (JATC) upon completion of the Clerical Support Technician Training Program (promotional only).
- ◆ B. Currently classified as Clerical Support Technician with successful completion of twelve (12) months in that classification, and **only when** there are no eligible or interested employees who meet requirement "A" and no current Information Technicians or Finance Technicians interested in a transfer (promotional only).
- ◆ C. Four (4) years of verifiable education and/or experience which demonstrates possession of the knowledge, skills, and abilities listed below (open only).

### Knowledge Requirements

- ◆ A. Knowledge of modern office methods, procedures, and equipment.
- ◆ B. Knowledge of alphabetizing, indexing, and filing methods.

- ◆ C. Knowledge of mathematics as required for financial and statistical record keeping.
- ◆ D. Knowledge of the methods, practices, and terminology used in financial and statistical record keeping.

### Skill Requirements

- ◆ A. Skill in typing at a rate of at least 40 net words per minute from clear copy.
- ◆ B. Skill in making accurate computations.
- ◆ C. Skill in comparing and proofreading names, numbers, and other data accurately and rapidly.
- ◆ D. Skill in computing charges, counting money, making change, and issuing receipts.
- ◆ E. Skill in operating data entry, computing, duplicating, calculating, adding, and other office equipment.

### Ability Requirements

- A. Ability to interpret questions, provide satisfactory explanations, and resolve complaints.
  - ◆ B. Ability to write legibly.
  - ◆ C. Ability to understand and execute standard policies/procedures and oral/written instructions.
  - ◆ D. Ability to organize, maintain, and update manual and electronic files and records.
  - ◆ E. Ability to work independently and exercise discretion in absence of specific instructions.
  - F. Ability to organize and prioritize work.
  - ◆ G. Ability to learn and explain technical procedures and policies.
  - ◆ H. Ability to establish and maintain effective working relationships with supervisors, co-workers, subordinates, and the public.
  - ◆ I. Ability to sit, stand, walk, push, pull, stoop, reach, finger, and handle as necessary to perform job duties.
  - ◆ J. Ability to efficiently operate a calculator, 10-key adding machine, computer terminal, personal computer, computer printer, photo copier, and other office equipment.
  - ◆ K. Ability to complete the training program as approved by the Joint Apprenticeship Training Committee (JATC).
  - ◆ L. Ability to lift and carry office supplies and equipment weighing up to 20 pounds, and to frequently lift and/or carry supplies weighing up to 10 pounds.
  - ◆ M. Ability to obtain job-related certifications if required by the employer.
- \* Essential functions of the job
- ◆ Job requirements necessary on the first day of employment