

**CITY OF BELLE PLAINE, MINNESOTA
POSITION DESCRIPTION**

POSITION TITLE: Accounting Technician

DEPARTMENTS: Finance

SUPERVISORS: Finance Director

OVERVIEW OF POSITION:

As an Accounting Technician, under immediate supervision, performs utility and all other billing, provides customer service, processes transactions in a timely and efficient manner and provide support and assistance to the Finance Director.

This position involves general accounting tasks that vary in complexity, which requires accuracy and frequent use of judgment and tact in dealings with the public.

ESSENTIAL JOB FUNCTIONS:

- Record and maintain records.
- Enter and post all receipts and disbursements as necessary and directed.
- Coordinate the billing and collection of City water, sanitary sewer, streetlight and storm drainage services, fire bills and all other miscellaneous city billing. Generate invoices/billings to residential and commercial customers.
- Receive payments, open/close accounts, correct and adjust account balances with supervisor's approval.
- Maintains and updates customer accounts; creates and completes service orders to ensure accurate account information.
- Process all the billing and collection for the City of Belle Plaine.
- Ensure a high level of customer service by responding to customer requests and inquiries and complaints regarding utility bills, and meter usage.
- Schedule service orders for meter reads and repairs as necessary and follow up/track service orders on a timely basis.
- Assist with accounts payable.
- Provide back up for other Finance Department staff and the front desk.
- Prepares and reconciles various reports as required.
- Assist the Finance Director with monthly and year-end journal entries, reports, and audit.
- Assist the Finance Director with local, State and National elections as needed.
- Perform all other duties as apparent or assigned.

REQUIRED INTERPERSONAL SKILLS:

- Ability to ability to communicate effectively both orally and in writing; ability to understand and carry out directions; ability to accept responsibility; ability to deal with a wide range of individuals; ability to maintain confidentiality as needed; tact; ability to meet and deal courteously with the public; ability to establish and maintain effective working relationships with elected officials, City employees and the public.

ESSENTIAL PHYSICAL REQUIREMENTS:

- Speak, read, write and understand English.
- Hearing normal or corrected to normal.
- Eyesight 30/40 or corrected to 30/40.
- In an eight (8) hour day, sit for up to eight (8) hours and/or stand for up to eight (8) hours.
- Occasionally reach above shoulder level.
- Use hands for simple grasping and fine manipulation.

- Ability to perform repetitive motions of the hands and wrists for up to eight (8) hours.
- Ability to operate typewriter or computer keyboard for up to eight (8) hours.
- Ability to lift and carry thirty (30) pounds.

MINIMUM QUALIFICATIONS:

- Associate's degree (2 year) in accounting, finance, or related business field, and additional experience may be substituted for education.
- One to two years of experience in the accounting field.
- Knowledge of office procedures, filing systems, and record keeping procedures.
- Ability to operate computers and standard office equipment including related hardware and office and/or financial software
- Ability to make basic arithmetic computations with speed and accuracy.

DESIRED QUALIFICATIONS:

- Proven ability to produce reports from various forms of information.
- Experience and/or knowledge of municipal accounting principles.
- General knowledge of utility billing terminology, methods, procedures and equipment;
- General knowledge of the procedures for billing and collecting utility fees.
- Ability to handle a variety of typical assignments and problems independently.
- Ability to read, summarize and/or compare straightforward workplace data.