

SUPERVISOR: FINANCE DIRECTOR  
DIVISION: FINANCE  
EFFECTIVE DATE: AUGUST 2020  
FLSA STATUS: N-EXEMPT

# WEST METRO FIRE RESCUE

## Accounting Technician



### NATURE OF WORK

This is a highly responsible accounting technician position performing a variety of complex and diverse duties requiring confidentiality, discretion, independent judgment, initiative, organization, and extensive knowledge of District policies and procedures. Will perform duties that require a technical accounting knowledge to assist in maintaining financial records, running various reports, recording, and reconciling a wide range of financial transactions, general accounting work, and data entry in accounts payable. This position involves closely working and coordinating with other divisions in gathering and reviewing various fiscal, statistical, and administrative information.

### ESSENTIAL DUTIES

Responsible for assisting with the daily operations of accounting services, to include accounts payables, accounts receivable, vendor maintenance, payroll, general ledger, fund accounting and reporting

Complete data entry using accounting software, Microsoft products, and other web-based modules

Maintain fixed asset records and reporting

Assist with payroll processing and maintaining payroll records

Assist with accounts receivable and accounts payable workflow

Assist with monthly bank reconciliations and journal entries

Assist with P-card administration and reviews

Research, track, and restore accounting or documentation problems and discrepancies

Assist with grant and any reimbursement request submissions

Assist with compiling internal and external reports

Assist with annual external audits and preparation of year end reports

Assist with annual budget process

Oversee the petty cash fund

Ensure compliance with policies, procedures, standards, and applicable laws

Maintain financial records and master files in accordance with established systems

Receives incoming telephone calls; accurately records information from callers and supplies information to appropriate members

Reviews, research, and summarizes a variety of fiscal, statistical and administrative information

Perform any additional duties as assigned

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of general accounting practices, procedures, and applications, budget preparation process

Knowledge of accounting software, spreadsheets, and financial reports

Knowledge of filing and record keeping tasks

Knowledge of Microsoft Office Suite software applications

Knowledge of modern office practices, procedures, and equipment

Knowledge of modern telecommunication devices and smart devices

Proficient with basic math, English, writing, and typing

Proficient with basic operation of computers, printers, copiers, scanners, smart devices, and other office equipment

Ability to prepare financial reports, maintain ledgers, journals, and spreadsheets

Ability to accurately enter data into automated system, use spreadsheets and database software packages

Ability to remain calm under time-sensitive pressure situations and assignments

Ability to adjust rapidly to prioritized work schedule and manage multiple tasks

Ability to problem solve, troubleshoot, and work through routine challenges

Ability to maintain an amiable and effective working relationship and positive attitude with fellow employees, other agencies, vendors, and the public

Ability to understand and follow moderately complex oral and written instruction

Ability to handle sensitive information with confidentiality and professionalism

Ability to interpret and follow directions, instructions, manuals, and software tutorials

Ability to stand, sit, file, and transfer documents to various locations

Ability to always use good judgment

## **MATERIALS AND EQUIPMENT DIRECTLY USED**

Position operates computer terminals, keyboards, typewriter, telephone, fax machine, photocopier machine, calculator, postage scale and meter, books, files, paper shredder, and smart devices

## **JOB REQUIREMENTS EDUCATION AND EXPERIENCE**

### **ENTRY LEVEL**

- Associates degree or equivalent (60 credit hours in business, finance, or related field)
- Familiarity with modern accounting software
- Must type 50 words per minute or greater
- One year accounting experience, preference with-in government fund accounting
- One year experience with accounts receivable and accounts payable functions
- 2 years of governmental/private district experience as a finance technician or related role
- 2 years of documented excellent work performance in role or equivalent
- Must be proficient in Microsoft Word, Publisher, Excel, and Outlook
- Strong customer service, telephone, and communication skills
- Must be proficient in math and English
- Must have great customer service to all facets of organization
- Ability to multitask while maintaining complex schedules and managing administrative support
- Must be proficient with utilization of smart devices

### **MASTERY LEVEL**

- Bachelor's Degree in business, finance, or related field
- Fundamental Payroll Certification (FPC) or equivalent
- Mastery of data entry in A/R and A/P software
- Mastery of data reconciliation in financial platforms
- 5 years of governmental/private district experience in finance technician role or related role
- 5 years of documented excellent work performance in role or equivalent
- Ability to serve as back-up for payroll processing
- Demonstrate ability to effectively communicate with-in all facets of the job
- Ability to multitask, prioritize and meet deadlines assigned proficiently
- Provides excellent customer service to all employees, clients and personnel

## **OTHER NECESSARY SPECIAL REQUIREMENTS**

Must be at least 18 years of age. Must possess a valid Colorado Driver's License (or be eligible to obtain by time of employment) and exhibit a safe driving record. Failure to maintain a valid Driver's License and safe driving record is subject to Administrative Procedure #4104: Operation and Use of District Vehicles. Background investigation, polygraph, physical examination, and a substance screening required prior to employment.

This is primarily sedentary office work. Must demonstrate the ability to meet the physical demands of the job including the ability to retrieve information from various locations in the office when needed. May include exposure to periods of high activity and high stress under demanding conditions. The position requires a great deal of communication with employees, the public and outside agencies. While performing the duties of this job, the candidate is regularly required to sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; stoop; kneel; or crouch.

## PHYSICAL DEMAND CHARACTERISTICS OF JOB

<b>KEY:</b>	
<b>Never =</b>	not required
<b>Occasionally (OCC)=</b>	1% to 32% of workday (1 min. to 2.5 hrs. of 8-hr. day)
<b>Frequently (FREQ)=</b>	33% to 66% of workday (2.6 to 5.25 hrs. of 8-hr. day)
<b>Constantly (CONSTANT)=</b>	67% to 100% of workday (5.3 to 8 hrs. out of 8-hr. day)
<b>Essential =</b>	E
<b>Marginal =</b>	M

FUNCTION	NEVER	OCC	FREQ	CONSTANT	E/M	COMMENTS
SITTING			X---	----X	E	Sits for prolonged periods of time doing office work
STANDING			X		E	Depends on the amount of copier / filing work assigned
WALKING		X			E	To and from meetings, copy room
PUSHING		X			E	File Boxes, Delivery Packages, Cleaning supplies, Office supplies
PULLING		X			E	File Boxes, Delivery Packages, Cleaning supplies, Office supplies
REACHING FORWARD AND AWAY FROM BODY			X		E	Filing, answering phones, driving, supply room, mailroom
REACHING BELOW WAIST		X			E	Supply room, office work, and to access low areas, mailroom
DRIVING		X			E	
CLIMBING LADDERS		X			M	In archive room
WORKING AT HEIGHTS		X			M	In archive room
TWISTING AT NECK			X		E	Filing, Computer work, Answering Telephone
TWISTING AT WAIST		X			E	Filing, Using Copier

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## **PHYSICAL DEMAND CHARACTERISTICS OF JOB CONTINUED**

<b>FUNCTION</b>	<b>NEVER</b>	<b>OCC</b>	<b>FREQ</b>	<b>CONSTANT</b>	<b>E/M</b>	<b>COMMENTS</b>
BENDING AT WAIST		X			E	Reach low areas, Pick-up boxes, files
SQUATTING AT KNEES		X			E	File, reach low areas, mailroom, supply room
CRAWLING	X				N/A	Never
CLIMBING / WALKING STAIRS		X			E	To access Administration building when elevator is broken
KNEELING		X			E	To perform office work, stocking at supply room, mailroom, filing
REACHING ABOVE SHOULDER HEIGHT		X			E	Stocking supply room, file, access high shelves

## **STRENGTH DEMANDS**

<b>LIFTING, CARRYING, PUSHING, PULLING</b>	<b>NEVER</b>	<b>OCC</b>	<b>FREQ</b>	<b>CONSTANT</b>	<b>E/M</b>	<b>COMMENTS</b>
UNDER 10 LBS.			X		E	Office supplies, File Boxes, mail bag, packages, books
10 TO 20 LBS.		X			E	Files boxes, Package Deliveries
21 TO 50 LBS.		X			E	File boxes up to 30 LBS
51 TO 100 LBS.	X				N/A	
OVER 100 LBS.	X				NA	

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<b>Essential =</b>	E
<b>Marginal =</b>	M

## **HAND USAGE**

<b>FUNCTION</b>	<b>NEVER</b>	<b>OCC</b>	<b>FREQ</b>	<b>CONSTANT</b>	<b>E/M</b>	<b>COMMENTS</b>
FINE FINGER MANIPULATION				X	E	Typing, manipulate small objects and tools, leaf through paperwork and plans, stapling
GRASPING			X		E	Handling of all types of office supplies, equipment, tools, appliances, and equipment
KEYBOARDING			X----	----X	E	Data entry, reports, forms, policy, procedures
WRITING		X----	----X		E	Forms, messages, plan reviews, checklists, notes, Updates
REPETITIVE MOTION OF MORE THAN 1X EVERY 30 SECONDS			X		E	Operating Keypads, Typing
REPETITIVE MOTION OF LESS THAN 1X EVERY 30 SECONDS		X			E	Filing, Stacking Boxes, Stacking Supplies

## **ENVIRONMENTAL CHARACTERISTICS**

<b>CHARACTERISTIC</b>	<b>YES</b>	<b>NO</b>	<b>E/M</b>	<b>COMMENTS</b>
EXTREME COLD		X	N/A	
EXTREME HEAT		X	N/A	
EXTREME MOISTURE		X	N/A	
HAZARDS	X		E	Supply room objects, electrical, trip/fall, slant/slope, ice on parking lot, low headroom, uneven ground
EXTREME NOISE	X		E	Alarms, fire equipment, special events
VIBRATIONS		X	NA	
FUMES	X		M	Exhaust from parking lot