

JOB DESCRIPTION
ACCOUNTING TECHNICIAN
w / Receptionist Responsibilities

STARTING SALARY: \$13.70 to \$16.66/Hr
SALARY RANGE: \$13.70 to \$23.43/Hr

Summary Description

This position is located in the West Wendover City Offices, and is under the general supervision of the Chief Financial Officer and/or designated staff. This position is responsible for the preparation and data processing of the accounts receivable, payroll, water & sewer billings, and other related accounting activities. This position serves as the initial point of contact with the public, including both in person and over the telephone communications and performs receptionist duties in regards to the City Office and the Administrative Department of the City.

The individual hired for this position must be bondable since the position requires responsibility for handling monies received by the City.

Exemplary Duties/Responsibilities

Screens visitors, telephone calls, and mail directed to the City Office; receives complaints and requests for information; researches, compiles and analyzes data for special projects and prepares routine reports; maintains appointment schedules and calendars for meetings; gathers information and contacts meeting participants; provides clerical assistance to the Chief Financial Officer, City Manager and/or designated staff members.

Receives all revenues for the City from sources including state, county, other agencies and customer billings. Prepares and enters all water & sewer customer accounts into the data processing system, along with all other monies received (receivables). Assists in the processing of payroll, payables and other related accounting activities of the Department.

Must be capable of operating a multi-line telephone console, giving routine information to the public; performs other routine clerical work such as typing, filing, scheduling and mail processing. Is capable of performing work associated with the operation of a computer and computer programs including: Microsoft Word, Excel, Power Point, operation of 10-key and other appropriate programs and materials related to the functions of the Financial Department.

Other duties may be assigned as needed.

Employment Standards

Education/Experience. Any combination of education and experience providing the required skill and knowledge is qualifying. Typical qualifications would be equivalent to:

High School Diploma or its equivalent, with course work in business math and business practices.

Knowledge. Correct English usage, grammar, spelling and punctuation; modern office methods and procedures, computer equipment and filing systems, business letter and report writing techniques; proofreading; statistical and record keeping principles and procedures.

Skill. Performing responsible technical administrative, secretarial/clerical work requiring independent judgment with speed and accuracy; learning, interpreting, and applying organizational policies, laws, rules and regulations; typing accurately, making arithmetic calculations; meeting the public tastefully and courteously answering questions in person and over the telephone; communicating effectively with all segments of the community including private and public organizations and other federal, state and local agencies.

Desirable Qualifications. Fundamental accounting and bookkeeping knowledge along with extensive background in public interaction.

Licenses

Possession of a valid Nevada Drivers License or ability to obtain such within a six-month period.

Background Investigation

Due to the nature of this position, a background investigation may be conducted by the City as required, in order to establish suitability for employment.

Testing

A basic skills test may be conducted as part of the interview process and may include: Basic computer operation including typing and program usage such as word processing and spreadsheet programs, 10-key usage as well as basic accounting knowledge and application.