CITY OF PACIFIC

JOB DESCRIPTION

Job Title: Finance Tech II
Department: Finance/Administration

Reports to: Finance Director
Effective date: 06/13/2022

Review Date: Open Until Filled
Salary Range $4,987.31 - $5,781.68/Month

Finance Technician II
Department: Finance
Represented: Teamsters Local 117
FLSA Status: Nonexempt

The information provided is designed to outline the functions and position requirements of this position. It does not identify all the tasks that may be expected, nor address the performance standards that must be maintained.

General Position Summary: This is the full journey level class within the Finance Office. Employees within this class are distinguished from the Finance Department by the performance of the full range of clerical and accounting duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are typically filled by advancement from Finance Technician I, or when filled from the outside require prior related experience.

Essential Duties and Responsibilities: This position will be responsible for payroll, accounts payable, accounts receivable and other accounting, clerical and record keeping functions within the Finance Department.

The Finance Technician II is expected to become proficient in all aspects of these tasks and assist the Finance Technician I on the basis of timing, needs, segregation of duty concerns and experience. Individuals filling this position must be able to work under time pressure to meet deadlines, be flexible and willing to do other tasks when needed and have the ability to work independently and as part of a team. Individuals filling these positions must also exercise a considerable amount of judgment.
Knowledge Of:
- Knowledge of municipal accounting software (preferably BIAS), Utility Billing and License and Permits.
- Fundamental principles and procedures of fiscal record keeping.
- Thorough knowledge of modern office practice and procedures, data entry, Word, Excel, filing, record keeping and customer service.

Ability To:
- Tabulate, record and balance assigned transactions with minimal assistance.
- Operate a computer terminal, calculator, cash receipting equipment and other office equipment.
- Maintain a variety of record and files.
- Type at a speed necessary for successful job performance.
- Learn and perform assigned administrative and clerical tasks within a reasonable training period.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Make routine arithmetic computations and tabulations accurately and with reasonable speed.

Experience and Qualifications:
Two to Four years of general clerical experience preferably in a municipal government. Experienced in customer service, cash receipting, data entry, utility billing and some financial record keeping.