CITY OF PACIFIC

JOB DESCRIPTION

Job Title: Finance Tech III
Department: Finance/Administration

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

Review Date: Open Until Filled
Salary Range $5,291.04 - $6,133.79/Month

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

JOB SUMMARY
This position performs a broad range of advanced bookkeeping and accounting tasks that support accurate and timely completion of ongoing accounting functions and which include customer service, cash receipts, utility billing, accounts payables, payroll, grants/project accounting and general accounting support. This position works with minimal guidance to provide internal leadership and backup to the Finance Director, Lead Finance Technician and other accounting and business operations including payroll and utility billing. The position has limited to moderate access to confidential or sensitive information.

ESSENTIAL DUTIES AND RESPONSIBILITIES
1. Prioritizes and plans for completing a broad range of moderate bookkeeping tasks required to maintain and reconcile cash, accounts, budgets, tax and other fiscal records and data;
2. Assists with complex accounting tasks such as general ledger maintenance, payment receipting and deposits, monthly/annual close, grant/capital project accounting, fund accounting, financial statement reporting and annual audit support;
3. Prepares and is responsible for the daily and monthly bank/cash reconciliation and process plus month end activities and reporting functions.
4. Communicates with customers, employees and other professionals in person, via telephone and in writing providing a high level of service;
5. Provides review and back-up for Finance Tech I, Finance Tech II, Administrative Assistant and Office Assistant:
   - Accounts Payable: Classifies and codes entries and transactions in accordance with BARS and other procedures.
   - Payroll Administration: Performs Payroll Accounting and calculation tasks necessary to process payroll and associated reports and tax filings using an automated system.
   - Utility Billing: Performs tasks related to utility accounts, collection activities and customer support assuring compliance with Pacific municipal code and state regulations.
- Grants Capital Projects: Performs Grants Capital Project Accounting to ensure compliance with requirements.
6. Determines how to gather, compile and review moderate to complex data; conducts research and analysis; Identifies factors that need to be addressed and notices patterns that require additional research and/or discussion.
7. Prepares computerized charts, schedules, graphs or similar material;
8. Uses technology to increase productivity;
9. Composes complex correspondence demonstrating excellent command of grammar and an ability to handle sensitive situations with limited assistance; assists in preparing a variety of technical and analytical documents and correspondence; may assist in presentations to various departments;
10. Operates a variety of standard office equipment and utilizes a variety of computer software programs.

TEAM SKILLS

This position works under the assumption that a team performs better than an individual, and embraces the concept that the sum is greater than the parts.

1. They balance their need for autonomy with the benefits of mutual interdependence.
2. They value collaboration over individual accomplishments.
3. They understand that trust among team members is fundamental to fostering a collaborative environment and to delivering an outstanding work product.
4. They seek feedback and creative solutions from others
5. They create a work environment (whether at their own desk or within the “bull pen”) that facilitates information sharing and collective problem solving
6. This staff member is motivated by working for the common good of the organization and its customers.

KNOWLEDGE, SKILLS AND ABILITIES

1. Extensive knowledge of basic accounting principles/procedures and area of expertise (payroll, utility billing, etc.);
2. Municipal accounting practices and procedures, including BARS accounting;
3. Intermediate to advanced skill in Microsoft Office applications;
4. Intermediate skill using accounting software applications and financial tools;
5. Ability to interact with the public, co-workers and outside business partners and auditors in varying situations with tact and diplomacy;
6. Ability to work well under pressure with frequent interruptions while maintaining sustained attention to detail; adapt to changes in work environment;
7. Ability to weigh options to foresee consequences of decisions, and take personal responsibility for actions, with ability to maintain confidentially;
8. Ability to exercise sound judgment in moderate to complex situations demonstrating initiative when taking action; to work cooperatively in group situations, working actively to resolve conflicts; and
9. Ability to keep abreast of news items and activities impacting residents and business owners within the City of Pacific.

The Finance Technician III is a full-time position and is non-exempt in accordance with the Fair Labor Standards Act. The position requires union membership (or lawful membership alternative) within 31 days of hiring.

MINIMUM REQUIREMENTS
A 2-year degree in accounting or business and four years of related work experience is required. A 4-year degree in accounting or business is preferred. Must possess a valid Washington State driver's license and be bondable. Any combination of experience and training that provides the desired skills, knowledge and abilities may be considered.
WORKING CONDITIONS
Work is performed indoors in an office setting, and involves sitting at a desk for long periods of time, entering data into a computer. The ability to efficiently move around the work area and the front counter to help customers is mandatory. This individual must have the ability to hear at a normal level; verbally communicate effectively in person and by telephone; stand, walk, and drive as needed; and occasionally lift and carry parcels weighing -40 pounds.

This job description is by no means comprehensive. This means that certain unidentified tasks or assigned duties may arise that management decides belong to the employee who fills this position. While the Teamsters may negotiate these changes or additions when the Collective Bargaining Agreement (CBA) is opened for negotiations prior to the current CBA’s expiration, this will not prevent the identified employee from performing the hereto with newly assigned tasks.