

# CITY OF CHATTANOOGA

## Classification Specification Title: Accounting Technician 2 (Wastewater)

**Department: Wastewater**

**Pay Grade: WWFG.04N**

**Supervision Received From: Administrative Manager**

**FLSA Status: Non-Exempt**

**Supervisory Responsibility For: None**

**Established: 6/29/07**

**Revision Dates: 8/27/24;**

**10/20/23; 9/29/22**

### CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for performing more complex duties than Accounting Technicians, such as resolving complex payment problems, preparing reports and assisting with the training of new technicians. Work is performed with limited supervision and the use of independent judgment and discretion.

### SERIES LEVEL:

The Accounting Technician 2 is the second level of a three-level accounting support series.

### ESSENTIAL FUNCTIONS:

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Serves as a lead to staff to include assigning and monitoring work; scheduling work; coordinating work assignments and providing work direction.

Receives, reviews, processes and calculates a variety of receipts, billings, invoices, statements, new account information, grant awards, contracts, time cards, purchase orders, vouchers, releases, employee data, payments, fees and/or other related information which may include coding data, entering information into a database, processing transactions and changes, running reports, filing paperwork and performing other related duties.

Responding to inquiries and requests for information over the phone and in person which include: taking and transmitting messages; looking up and communicating account balances and/or performing other related activities.

Performs a variety of clerical activities in support of daily operations which may include filing; copying; faxing; typing standard documents; preparing, sorting and distributing mail; entering data and/or performing other related activities.

Enters a variety of information into applicable databases and/or spreadsheets; reconciles applicable accounts; performs adjustments to correct data entry errors.

Researches and verifies a variety of information related to employees and/or customer accounts; identifies and resolves discrepancies.

Monitors contract agreements to ensure vendor compliance with commodity price arrangements.

Monitors departmental expenditure patterns with vendors to ensure compliance with City and State purchasing laws.

Monitors departments to ensure correct utilization of City commodities contracts.

Sets up vendor numbers and maintains related vendor information and files.

Issues check cancellations including payment stops and re-issues.

Performs daily check run processing; forwards data and information to appropriate internal departments and/or external organizations.

Prepares, updates and maintains a variety of financially related correspondence, reports, notices, billings, records, spreadsheets, schedules, payroll data, 1099s, and/or files.

Monitors the collection of funds due to the City.

Serves as a liaison between vendors and applicable internal department(s) and agencies to resolve payment problems and issues.

Prepares checks for processing; prints and disseminates checks as appropriate.

Monitors and maintains supplies and inventory to ensure efficient operations; orders supplies and materials.

Prepares check run schedules and disseminates to internal departments.

Prepares, reviews and processes year-end 1099 statements; prepares related reports for dissemination to applicable Federal agencies.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

May coordinate and participates in the procurement, purchase and receiving of department-specific resources, to include equipment, materials, services and supplies to ensure

effective and efficient division operations; duties include requisition entry, receiving, preparing documentation associated with the department's business financial transactions, tracking purchases & receipts against encumbered purchases orders, resolves shipping and invoice problems, monitors contract requirements.

May prepare and process documents for the purpose of payment for department-specific resources, equipment materials, supplies, and/or services performed.

May compile, review and analyze data, prepare reports to summarize operational procurement functions. Assist with monitoring and evaluating vendor performance.

May perform a variety of research, makes applicable calculations and prepares a variety of administrative and statistical reports.

#### MINIMUM QUALIFICATIONS:

High School Diploma or GED and three (3) years of related accounting support experience or any combination of equivalent experience and education.

All employees must maintain Tennessee residency from the date of hire.

#### LICENSING AND CERTIFICATIONS:

None

#### KNOWLEDGE AND SKILLS:

Knowledge of basic accounting principles; applicable terminology in assigned area of responsibility; applicable Local, State and Federal laws, rules and regulations; bookkeeping principles and practices; governmental accounting and auditing procedures; applicable terminology in assigned area of responsibility; cash handling procedures; customer service principles; mathematical principles; account research techniques and modern office equipment.

Knowledge of governmental procurement principles and practices; applicable federal, state and local laws, ordinances, codes, rules, regulation, standards, policies, and procedures.

Skill in prioritizing and assigning work; reconciling accounts; keyboarding; operating a computer and related software applications; providing customer service; handling cash; applying Local, State and Federal laws, rules and regulations; entering data into computerized systems; filing; performing mathematical calculations; handling multiple tasks simultaneously; analyzing information and accounts for discrepancies; operating modern office equipment and communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

#### PHYSICAL DEMANDS:

Positions in this class typically require reaching, fingering, grasping, talking, hearing, seeing, and repetitive motions.

#### WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of

force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**SPECIAL REQUIREMENTS:**

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.