

CITY OF CHATTANOOGA

Classification Specification Title: Accounts Technician 2

Department: Finance

Pay Grade: GS.05

Supervision Received From: Accounts Payable Supervisor

FLSA Status: Non-Exempt

Supervisory Responsibility For:

Established: 6/29/07

Revised Dates: 8/27/24;

10/20/23; 4/05/08

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for performing more complex duties than an Accounting Technician, such as resolving complex payment problems, preparing reports and assisting with the training of new technicians. Responsibilities include the preparing and/or processing the computerized payment files and paperwork necessary to make payments for goods & services purchased by all Chattanooga City departments and agencies. This position is within the City's Finance Department and is the central Accounts Payable division for the City. All invoices for the City flow through this division prior to payment. Each invoice is verified as to validity within a complex framework that includes verification of preparatory work done by personnel in other departments. This preparatory work includes computerized financial system receipts whereby department personnel certify the receipt of goods and services and is a prerequisite to invoice payment. Work closely with the Accounts Payable Supervisor and under limited supervision.

SERIES LEVEL:

The Accounts 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.)

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

Receive, review, process 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.

Respond 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.

Perform 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.

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

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

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

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

May monitor departments to ensure correct utilization of City commodities contracts.

Set up vendor numbers and maintain related vendor information and files.

Issue 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.

Prepare, update and maintain a variety of financially related correspondence, reports, notices, billings, records, spreadsheets, schedules, payroll data, 1099s, and/or files.

Monitor 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.

Prepare checks for processing; prints and disseminates checks as appropriate. Monitors and maintains supplies and inventory to ensure efficient operations; orders supplies and materials.

Prepare check run schedules and disseminates to internal departments.

Prepare, review, and process 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.

Perform other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

When working in Finance:

Assist Accounts Payable Supervisor with supervision of staff to include assigning and monitoring work; scheduling work; coordinating work assignments and providing work direction.

Contact vendors for invoices or for invoice corrections.

Contact departments to expedite payments.

Provide instructions and training of the accounts payable processes and procedures to personnel of other departments, including but not limited to Fiscal Analysts, Executive Assistants, Administrative Support Specialist, Accounting Technician 1 & 2, Fiscal Technician, Inventory Technician, and Administrative Support Assistant 1 & 2.

Provide professional guidance to lower level accounts payable staff, while assisting the Accounts Payable Supervisor with day-to-day operations which includes receiving, reviewing, processing and calculating 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.

Maintain electronic records, as appropriate, of all vendor invoices and statements. Organize files in a manner that highlights (1) invoices ready to pay (waiting on receiving), (2) invoices that need follow-up with the vendor, and (3) invoices that need follow-up with the departments. Accounts Payable staff must be aware of invoices approaching the 30-day timeline. Accounts payable staff are empowered to reach out to vendors or other departments for corrections, and clarification, as needed.

Maintain a thorough knowledge of departments and vendors in order to evaluate the validity of the list of POs and Contract Releases.

Determine if invoices are ready for payment, based on accuracy and completeness of invoices, adherence to pricing contracts, authorized department approvals, and matching as described above.

May request personnel in other departments to make corrections or modifications to their work if needed. These employees include but are not limited to Fiscal Analysts, Executive Assistants, Administrative Support Specialist, Accounting Technician 1 & 2, Fiscal Technician, Inventory Technician, and Administrative Support Assistant 1 & 2.

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. 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.