

**Position:** Accounting Technician/Data Analyst

**Supervision Received From:** Executive Director

**FLSA Status:** Non-Exempt

**Salary Range:** \$2,900 - \$3,950 per month

### ***Position Summary:***

Under supervision of the Executive Director, this position performs technical accounting duties for Bis-Man Transit and assists with pulling and analyzing data from various sources for the purpose of verifying financial, operational, and budgetary projection data.

### ***Scope of Responsibility:***

The Accounting Technician reports directly to the Executive Director. This position is responsible for exercising judgment on knowledge of accounting/bookkeeping/budgeting principles and techniques. Frequent interruptions contribute to the complexity of this position.

### ***Essential Duties and Responsibilities:***

1. Process payroll on a monthly basis.
  - 1.1 Verifies employee hours and applies judgment to flag for reasonableness; follows up with responsible supervisors to verify, as necessary;
  - 1.2 Enters various adjustments, overrides, and corrections; balances various deductions;
  - 1.3 Prepares a payroll ledger for approval;
  - 1.4 Prints checks from the approved ledger and creates a direct deposit file;
  - 1.5 Disburses payroll reports to Executive Director;
  - 1.6 Prepares electronic images of reports for storage and subsequent retrieval needs;
2. Review payroll hours to ensure that they are following the Bis-Man Transit policies to ensure that employee are being paid accurately:
  - 2.1 Responds to employees questions;
  - 2.2 Participates in supervisor, payroll processor and employee training, when needed;
3. Enters cash receipts into the accounting system and verifies accuracy.
  - 3.1 Prepares Auditor's bank deposit;

- 3.2 Enters and posts all departments deposits into the general ledger;
  - 3.3 Retrieves and compiles data, prepares related lists and reports for the supervisor's review or for requested management reports;
  - 3.4 Completes the daily cash receipts review.
4. Processes purchase orders.
    - 4.1 Reviews purchase requisitions for accuracy and completeness, reviews necessary changes with department to comply with finance guidelines and ensure accuracy, and converts these to purchase orders;
    - 4.2 Process change orders per departments request, monitors compliance to Bis-Man Transit policies and contacts department, when necessary;
    - 4.3 Enters purchase orders;
    - 4.4 Maintains utility and telephone master records in Vendor Payments.
    - 4.5 Reviews receipts reports and contacts departments for unpaid items;
    - 4.6 Reviews reports and discusses open purchase orders with departments and cancels purchase orders.
    - 4.7 Posts purchase order encumbrance activity and vendor invoices to the general ledger.
  5. Performs accounts payable activities to pay vendor invoices.
    - 5.1 Creates vendor master records, requests and enters vendor W-9 information;
    - 5.2 Reviews and reconciles invoices to purchase orders and processes invoices for payment;
    - 5.3 Print checks and check reports; creates check file for The Board and legal publication;
    - 5.4 Verifies check payments to invoices;
    - 5.5 Mails checks to vendors;
    - 5.6 Researches open items on vendor statements;
    - 5.7 Scans checks and supporting documentation into imaging software;
    - 5.8 Retrieves check documentation in response to various departments' requests;
    - 5.9 Completes vendor credit applications.
  6. Prepares and processes accounts receivable billings, posts receipts, customer service and initiates collections.

- 6.1 Creates customer master records;
- 6.2 Sets up automatic billings for departments based on agreements and/or correspondence;
- 6.3 Enters customer charges for invoicing;
- 6.4 Produces billing statements and related documents in order to settle customer accounts including review of accounts and determining balance due;
- 6.5 Posts payments to accounts receivable in accounts receivable system and monitors accounts to ensure they are up to date and assesses penalties according to established guidelines;
- 6.6 Issues notices of delinquencies and/or termination of accounts;
- 6.7 Creates aging reports;
- 6.8 Enters approved adjustments;
- 6.9 Reconciles customer accounts, when necessary;
- 6.10 Researches bankruptcy notices;
- 6.11 Reviews past due accounts, sends collection letters, responds to customer inquiries, and sends delinquent accounts to collections.
- 6.12 Prepares and submits Medicaid billing.

7. Assists in the application and management of operating and capital grants.

- 7.1 Responsible for timely and accurate grant reporting.
- 7.2 Prepare and distribute monthly federal, state, and local cash receipt report to departments;
- 7.3 Prepare and submit grant cost reimbursements on a monthly and/or quarterly basis;
- 7.4 Prepare cost recovery documentation and/or complete reconciliation to the appropriate accounting system for submitted cost reimbursements;
- 7.5 Prepare and submit quarterly financial status reports for various grants;
- 7.6 Coordinates information flow between various agencies including grant reporting, grant fund accounting, draw down of funds relating to grants, and annual grants;
- 7.7 Coordinates the preparation of data for all federal and state agency audits and/or compliance reviews.

8. Performs day-to-day administration of the Agency's deferred compensation plans, including distribution requests, Qualified Domestic Relations Orders, loan processing, etc.
9. Counts money and reconciles the till on a regular basis.
10. Pulls data from various computer systems and compiles the data for analysis.
11. Performs general office support activities.
  - 10.1 Processes forms, application and other documents by reviewing forms for completeness, verifying information, performing necessary calculations, coding and entering data into a computer system;
  - 10.2 Makes copies of materials;
  - 10.3 Maintains an office filing system;
  - 10.4 Tracks and monitors the finance office supply inventory and arranges for replenishment of items, as necessary.
12. Communicates and maintains working relationships with others in carrying out job functions.
  - 11.1 Frequently interacts with the public, vendors, others in the work unit, and across departments to exchange basic fact information as requested or as necessary; interactions occasionally involve the exchange of detailed and/or technical information where the ability to explain concepts is exercised;
  - 11.2 Using knowledge of department operations and procedures, resolves most public informational requests without referring them to a supervisor or other staff;
  - 11.3 Receives and responds to complaints of both a routine and confidential nature requiring knowledge of departmental policies, procedures, activities, and rules regarding data privacy; may field escalated calls from less experienced staff;
  - 11.4 Refers issues and concerns to the appropriate party for resolution as necessary;
  - 11.5 Exercises courtesy in communicating with other members of the work unit to provide information relating to the work assignment and progress of work or to convey information about conditions or work related needs.
13. Performs all job duties in compliance with safety guidelines and with an ongoing awareness of safety practices.
  - 13.1 Knows and follows department and city rules as well as sound work and safety practices in order to accomplish the job objectives and avoid injury or loss;
  - 13.2 Wears proper protective equipment when policy requires or conditions indicate a need exists and utilizes proper body mechanics and ergonomics while performing work;

13.3 When potentially unsafe conditions are observed makes efforts to avoid or correct them if they are controllable and draws them to the attention of the responsible supervisor or safety representative in a timely manner.

14. Performs other duties and activities as assigned.

***Minimum Qualifications:***

Associate's degree in accounting (Bachelor's degree preferred) and two or more years of previous payroll, bookkeeping or clerical accounting experience or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

***Knowledge and skills include:***

- Knowledge of specific processes, policies and procedures concerning fiscal control/processing operations;
- Knowledge of computer operations and data processing methods, information storage and retrieval techniques;
- Knowledge of bookkeeping, record-keeping and standard billing practices;
- Knowledge of the Uniform System of Accounts (USOA)
- Knowledge of Generally Accepted Accounting Principles (GAAP), government accounting standards (GASB) and fund accounting procedures;
- Knowledge of reimbursement procedures for government programs;
- Knowledge of general office and accounting procedures;
- Knowledge of computer-aided accounting tools such as spreadsheets, graphics and other software packages;
- Skill in financial calculations, analysis and reporting;
- Skill in organization and prioritization of work;
- Skill in oral and written presentation;
- Skill in operating a computer terminal sufficient to enter, retrieve and manipulate data;
- Skill in communication, interpersonal skills as applied to interactions with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and receive work direction;
- Skill in the use of computer-aided accounting tools such as spreadsheets, graphics and other software packages such as QuickBooks.

***Physical Demands & Working Conditions:***

Most work is performed in a normal office environment; on occasion, work is performed in the field. The noise level in the work environment is usually quiet in the office and moderate in the field. Daily work often involves moving between buildings and rooms. Activities the incumbent must perform include fingering, grasping, talking, hearing/listening, seeing/observing and using repetitive motions.

Occasional driving is required. The job may involve dealing with and calming individuals who are emotionally charged over an issue. There is considerable attention to detail and deadlines.

This job is rated for Light Work, meaning that walking and standing are required only occasionally and the job involves sitting most of the time. The incumbent must be able to exert up to 30 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.

**Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.**

**Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.**

**This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Executive Director retains the discretion to add duties or change the duties of this position at any time.**