



## SPRINGFIELD UTILITY BOARD

### Job Description

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**TITLE:** Accountant Technician I - IV

**STATUS:** Non-exempt / Union - IBEW

**REPORTS TO:** General Accounting Manager

**RANGE:** Contract

**POSITION SUMMARY:** The Accountant Technician I–IV position is a paraprofessional performing, under supervision, increasingly important and responsible advanced accounting and auditing activities. Knowledge of accounting theory, principles and practices and their application is required. An Accountant Technician II and III shall be fully qualified to perform all phases of utility accounting requirements with minimum supervision. An Accountant Technician IV shall have a four (4) year Bachelor’s degree with a major in Accounting, and will have demonstrated, through exemplary job performance, the ability and experience necessary to perform all essential functions of the Accountant I, II, and III positions with minimal supervision. Duties at all levels require working both in the office and in the field with Water, Electric and Main Office divisions. Performs other duties as assigned.

#### **MAJOR RESONSIBILITIES**

##### *Essential Functions*

##### **Accountant Technician – All Levels**

1. Supports and models behavior to promote the Mission and Core Values of SUB to staff and customers.
2. Develops and maintains professionalism and effective teamwork in the performance of job duties.
3. Maintains reliable and predictable attendance.
4. Responsible for maintenance and analysis of all general ledger accounts and accounting subsystems.
5. Summarizes current financial status by collecting information and preparing financial statements, schedules and other statistical and financial reports.
6. Prepares adjusting journal entries, year-end closing adjustments, reconciliations and documentation for the annual audit.
7. Assists in the design, development and implementation of accounting and financial management systems and procedures to implement changes in the reporting and control requirements for existing programs.
8. Reviews and monitors accounting policies and practices for compliance with accepted principles of financial management and internal control.

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9. Identifies problem situations and makes recommendations for solutions.
10. Acts as a financial resource for all departments.
11. Oversees work of Accounts Payable Clerk as requested by manager.
12. Processes construction work orders and maintains close contact with the Water and Electric Divisions to ensure accurate accounting for all fixed asset additions and removals.
13. Recommends financial actions by analyzing accounting options.
14. Substantiates financial transactions by auditing documents.
15. Reconciles accounting discrepancies by collecting and analyzing account information.
16. Maintains financial security by following internal controls.
17. Prepares payments by verifying documentation and requesting disbursements.
18. Answers accounting procedure questions by researching and interpreting accounting policies and regulations.
19. Complies with Federal, State and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements and advising management on needed actions.
20. Prepares special financial reports by collecting, analyzing and summarizing account information and trends.
21. Reconciles and prepares complex bank reconciliations.
22. Maintains payroll information by collecting, calculating and entering data.
23. Updates payroll records by entering changes in exemptions, insurance coverage, savings deductions and job title and department/division transfers.
24. Prepares reports by compiling summaries of earnings, taxes, deductions, leave, disability and nontaxable wages.
25. Determines payroll liabilities by calculating employee federal and state income and social security taxes and employer's social security, unemployment and workers' compensation payments and pension payments.
26. Provides payroll information by answering questions and requests from internal customers.

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27. Maintains payroll operations by following policies and procedures, reporting needed changes.
28. Resolves payroll discrepancies by collecting and analyzing information.
29. Maintains employee and customer confidence and protects operations by keeping accounting information confidential.
30. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
31. Contributes to team effort by successfully accomplishing tasks and assignments.

#### ***Marginal Functions***

None

*Given the dynamic and challenging environment of the utility industry and our mission to provide exceptional service to our internal and external customers, additional duties and responsibilities, other than those listed in this job description, may be assigned (contingent on labor agreement provisions, if applicable). Your supervisor will communicate these changes either formally or informally, verbally or in writing.*

#### ***Attributes***

SUB strives to promote a safe, positive and caring work environment. In addition to the above responsibilities, the following attributes are essential to be a successful employee at SUB:

- Being committed to SUB's Mission and Core Values
- Complying with safety practices and policies
- Being professional, honest, courteous and respectful to others in your conduct
- Being responsive to suggestions to improve performance
- Being flexible to adapt to a changing work environment
- Performing as a productive team member
- Being accountable for your own performance, behaviors and contributions
- Taking the initiative to accomplish your responsibilities to the best of your ability

These qualities in our employees ensure that working at SUB is motivating, fun and enjoyable while performing a valuable service to our utility and community.

#### **OTHERS SUPERVISED**

- None

**MINIMUM QUALIFICATIONS**

***Experience***

**Accountant Technician – All Levels**

- Minimum 5 years' recent accounting experience
- Accountant Technician II requires 1 year in the Accountant Technician I position
- Accountant Technician III requires 1 year in the Accountant Technician II position
- Accountant Technician IV requires 3 years in the Accountant Technician III position

***Knowledge, Skills & Abilities***

**Accountant Technician - All Levels**

- Full knowledge of accounting theories, principles and practices and how they apply in accounting
- Proficiently operate a personal computer including intermediate skill level in Microsoft Office Suite – Excel, Word, Access and Adobe Acrobat software
- Proficiently operate a 10-key by touch with accuracy
- Communicate effectively, both orally and in writing
- Excellent teamwork and interpersonal skills
- Excellent organizational skills and highly detail oriented
- Ability to work independently with a minimal supervision
- Ability to use, analyze and interpret accounting data

***Education***

**Accountant Technician – All Levels**

- Minimum 2 years' education at the college level in accounting and/or an equivalent combination of education and experience in current, generally accepted accounting policies, principles and practices as determined by the Employer

***Advancement***

Advancement between Accountant Technician levels shall be based on merit, length of service, continued education and the Employer's discretion.

**Requirements to advance to Accountant Technician II are as follows:**

- An employee must have completed a minimum of one (1) year in the Accountant Technician I position immediately prior to requesting consideration for advancement to an Accountant Technician II position; and
- Must have successfully completed one (1) college level class with a grade of C or better in a university 300 level series intermediate accounting class (a Bachelor's degree majoring in Accounting will qualify) and one (1) college level class in supervisory practices as approved by the Employer while serving as an Accountant Technician I; and

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- Must successfully pass a written examination designed by the Employer to test that the employee is fully qualified.

### **Requirements to advance to Accountant Technician III shall be as follows:**

- An employee must have completed a minimum of one (1) year in the Accountant Technician II position immediately prior to requesting consideration for advancement to an Accountant Technician III position;
- Must have successfully completed the remaining two (2) college level classes with a grade of C or better at a university 300 level series intermediate accounting class (a Bachelor's degree majoring in Accounting will qualify); and
- Must successfully pass a written examination designed by the Employer to test that the employee is fully qualified.

### **Requirements to advance to Accountant Technician IV shall be as follows:**

- An employee must have completed a minimum of three (3) years in the Accountant Technician III position immediately prior to requesting consideration for advancement to an Accountant Technician IV position; and
- Must have successfully completed a Bachelor's degree, majoring in Accounting; and
- Must have demonstrated, through exemplary job performance, the ability and experience necessary to perform all essential functions of the Accountant Technician I, II, and III positions with minimal supervision.

## **PHYSICAL AND MENTAL REQUIREMENTS**

- **ALERTNESS & CONCENTRATION:** Maintains full alertness and concentration at all times.
- **ABILITY TO DEAL WITH STRESS:** Interacts well with co-workers, managers and the public. Ability to think and react quickly, calmly and professionally in a stressful situation.
- **VISION**
  - Far visual acuity:** Sees adequately to drive a vehicle.
  - Near visual acuity:** Reads small print on correspondence, reports, computer screens, labels, numerous other written documents and computer screen.
  - Peripheral vision/depth perception:** Maintains full field of vision in all directions to assess proximity to office furniture and building characteristics.
  - Color vision:** Judges red, green and yellow traffic lights adequately to drive on highways.
- **HEARING:** Hears spoken conversation well in person, and while on the telephone, despite background noise from others in the room or other communication devices in use.

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- **SPEECH:** Speaks loudly and clearly on the telephone and in person to be accurately understood at a distance of 10 feet.
- **STANDING:** Stands on the job varying periods of time depending on the activity.
- **SITTING:** Sits for up to 6 – 8 hours a day.
- **WORKER MOBILITY:** Can change positions frequently, in and out of office furniture.
- **WALKING:** Walks around office (sites). Total walking per shift varies according to assignments. Walking occurs on rugs, hard floors and some outside walking on asphalt.
- **LIFTING/CARRYING:** 0 – 10 pounds – often, 11 – 20 pounds – occasionally, 20+ pounds – seldom. May carry boxes or supplies.
- **PUSHING/PULLING:** Pushing, pulling filing drawer cabinets.
- **REACHING/HANDLING:** Writes and keyboards data, uses 10 key, does data entry, uses computer, lifts occasionally overhead for supplies
- **TWISTING:** Some twisting is required when lifting items or placing in other positions.
- **CLIMBING:** Climbs stairs at various site(s) for business.
- **CRAWLING:** Not usually required.
- **ENVIRONMENTAL FACTORS:** Office environment. Limited exposure to outdoor environment.
- **PRODUCTS AND MATERIALS:** Toner for copier and printers.
- **MACHINE, TOOLS AND EQUIPMENT:** Computer, calculator, copier, fax, typewriter and other office type of equipment.

Revised: June 1, 2017