

CITY OF CHATTANOOGA

Classification Specification Title: Accounting Technician 1

Department: Multiple

Pay Grade: GS.04

Supervision Received From: Deputy Admin. PO, Accounts

FLSA Status: Non-Exempt

Payable Supervisor

Established: 6/29/07

Supervisory Responsibility For: None

**Revision Dates: 3/31/25;
3/28/25; 8/27/24; 10/20/23;**

1/17/23

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for preparing and processing accounts payable documents for City departments or agencies. Works under limited supervision, however the work is completed within standard operating procedures or guidelines.

SERIES LEVEL:

The Accounting Technician 1 is the first 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.)

Receives, reviews, processes and calculates a variety of receipts, billings, invoices, statements, new account information, grant awards, contracts, timecards, 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.

Responds to inquiries and requests for information over the phone and in person which includes 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; routing vendor invoice copies to departments 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.

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

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 the collection of funds due to the City.

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):

MINIMUM QUALIFICATIONS:

High School Diploma or GED and two (2) years related experience, or training sufficient to successfully perform the essential functions of this job or any combination of equivalent experience and education.

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; cash handling procedures; customer service principles; mathematical principles; account research techniques and modern office equipment.

Skill in 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; communication and interpersonal skills as applied to interaction with coworkers, supervisor, vendors, 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.