Title: Accounting Technician I
Dept.: Business and Finance
Reports to: Varies
Effective Date: Revised January 2019

Job Code Number: 10150
Grade Number: 9, Non-represented
FLSA Status: Non-Exempt

General Position Summary:

This entry-level position is responsible for providing support to purchasing, payroll, and/or accounts payable/receivable accounting functions as assigned.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Provides quality customer service by responding to questions and performing job responsibilities in a helpful, courteous and timely manner.
2. Obtains forms and other information, as required, and inputs into appropriate databases.
3. Prepares and processes forms and other information as required by area of assignment.
4. Prepares, sorts and distributes information.
5. Follows up with departments and branches regarding information and specific questions as required.
6. Verifies, tracks, updates, reconciles, and/or resolves problems with records, files, forms, statements, or other information and documentation.
7. Researches discrepancies in data, reports, etc., and resolves disputes as required.
8. Monitors and maintains files, records, etc, as assigned.
9. Processes information for and prepares internal and external regular, month-end, quarterly, and/or other special reports as required.
10. Maintains supplies in stock, reorders as needed, and distributes as required.

Individuals in this classification are typically assigned to one of the following areas and perform the essential duties listed, but not limited to, those below:

Purchasing Function:

1. Obtains and records quotations form vendors.
2. Sorts and mails invoices to departments and branches for payment approval signatures.
3. Matches approved payment invoices with orders, sends to accounts payable.
5. Types Purchase Orders that have been approved.
6. Distributes supplies received from purchase orders.
7. Contacts vendors regarding order status and other specific questions or concerns regarding specific orders.
8. Maintains database that tracks Purchase Orders and Invoices.
9. Tracks late payments, works with vendors and AP to resolve problems.
10. Maintains supplies in stock and reorders as needed.
11. Double checks cash and checks received and records deposit slip.

Payroll Function:

1. Collects timesheets.
2. Enters payroll data into system.
3. Assists with the verification of payroll data.
4. Enters changes to employee data (address, salary amount, status changes, etc.).
5. Responds to employee questions as required.
6. Prepares and distributes paychecks.
7. Files payroll reports and employee data.
8. Prepares and distributes timesheets.
9. Completes month end processes (over accrued vacation, 69 hour report, etc.).
10. Assists with quarterly reporting (Employment Security department, Department of Labor and Industries, etc.).

Accounts Receivable/Payable Function –

1. Monitors accounts receivables and bank deposits.
2. Records cash receipts and bank transactions.
3. Prepares daily deposit(s) for Service Center.
4. Applies payments and credit memos to specific unpaid invoices.
5. Maintains Business Office accounts payable and receivable files.
6. Performs monthly reconciliation of petty cash funds.
7. Processes patron refund requests.
8. Manages postage stamp inventory and fulfills library stamp requests.
9. Serves as vacation backup for Accounts Payable Specialist.
10. Enters AP vouchers for KCLS materials invoices.
11. Maintains Service Center bank statements and correspondence.

Secondary Duties:

1. Performs other related duties as assigned.

Core Competencies:

Customer Focus
Primarily focused on customer needs, able to deliver high quality, value added services. Constantly strives to find new ways to increase customer satisfaction and understanding, foster equitable services, and forge meaningful connections.

Valuing Diversity
Manages relationships with all kinds and classes of people inclusively and equitably; respects, values, and encourages the unique dimension each employee adds to the organization and each member of the community brings to the whole. Seeks opportunities to learn from differences.
Ethics, Values, and Judgement
Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organizational values, moral principles, and accountability in behavior, character and action. Defends intellectual freedom and patron confidentiality.

Professional & Technical Knowledge
Demonstrates proficiency in professional and technical skills/knowledge or knowledge in position-related areas; purposely keeps up with current developments and trends in areas of expertise, in order to foster personal success and connections for others.

Work Quality
Inspires and strives for excellence in all aspects of work including setting high standards of performance for self and others; ensures that results are complete and accurate; exhibits attention to detail.

Accountability
Holds self, direct reports, and others accountable for achieving intended outcomes; follows up and monitors progress to ensure that things stay on track; models organizational values and norms.

Peer Relationship
Responds and relates well with peers/colleagues; is seen as a team player and is cooperative and collaborative; looks for common ground and solves problems for the good of all.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:
Graduation from high school or GED. A typical way of obtaining the knowledge, skills and abilities outlined is through:
- Some higher education or vocational training, specializing in business/accounting systems, procedures and methods or a related field, and
- One to two years of experience with emphasis on accounting, bookkeeping, payroll or purchasing related function, or
- An equivalent combination of training and experience to successfully perform the duties of the position.

SPECIAL REQUIREMENTS
None

PHYSICAL DEMANDS
While performing the duties of this job, the employee is constantly using hands in conjunction with frequent finger use and typing, 10-key and this typing may be repetitive up to frequently. Constantly sits up to 2 hours at a time and seldom to occasionally will stand and walk. Will frequently reach up to chest level with hands and arms to work at desk. The employee will occasionally lift to 10 pounds, seldom up to 35 pounds, and seldom push carts with up to 20
pounds of force.

WORK ENVIRONMENT

Work is performed in a normal office environment. Constant sitting, extensive close work and extensive PC monitor work is required.

Advancement Possibilities:
Accounting Technician II
Accounting Specialist

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: ____________________
Director of HR