



Classification Description

OUR VISION:

To be the acknowledged leader in public assembly venue management in the region

OUR MISSION:

To enhance the livability and economic vitality of the metropolitan region through sound stewardship, expert management and creative development of the region's public assembly venues

OUR VALUES:

Respect ~ Excellence ~ Teamwork ~ Innovation ~ Community

Job Title	Accounting Technician I	Bargaining Unit	Non-represented
Functional Job Family	Accounting & Finance	Classification #	8015
FLSA	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Salary Grade #	211
Position Status	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Revision Date	May 2007

Summary:

Perform technical work in support of the agency's accounting functions. Assist with various activities in the accounting department by preparing event billing, journal entries and cash receipts. Process accounts payable checks and assist with general accounting duties.

Reasonable Accommodations:

To perform this job successfully, an individual must be able to perform each essential duty and physical demands satisfactorily with or without a reasonable accommodation.

Essential Functions:

- Prepare post event billing information per license agreement terms and accounts payable checks for event related vendors.
- Process journal entries and cash receipts.
- Perform banking functions including preparing bank deposits, wire transfers, cash advances, and ordering bank supplies.
- Process monthly revenue transfer from the restricted assets operating bank account to the operating bank account to maintain account balances.

Secondary Functions:

- Attend various committee, department and project meetings.
- Other duties which may be necessary or desirable to support the agency's success.

Supervisory Responsibilities:

This position has no supervisory responsibility but may provide leadership and guidance to temporary staff and/or assist with orientation of new members of the work group.



Education and/or Experience; Certificates, Licenses, and Registrations:

- Associate’s degree in business administration, accounting or a related field, and
- A minimum of one (1) year of experience in accounting or bookkeeping, or
- An equivalent combination of education, experience and training that would provide the knowledge, skills and abilities required for the successful performance of the essential job duties.

Necessary Knowledge, Skills and Abilities:

- Knowledge of accounting and bookkeeping principles and procedures.
- Knowledge of mathematical principles.
- Skill in data entry and review in budget management, timekeeping and similar systems.
- Skill in checking own work for accuracy and completeness.
- Ability to prioritize and multi-task; must be organized and flexible to change course of work/projects as circumstances dictate.
- Ability to operate computer, calculator, 10-key and other office equipment
- Ability to perform highly detailed work in an accurate and timely manner.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective, cooperative working relationships with those contacted in the course of work.
- Ability to work effectively with information management systems, and adapt quickly to system changes and updates.
- Ability to work various hours, including evening, weekends, and holidays

Physical Demands / Work Environment:

- Majority of work is completed in a general office environment with exposure to moderate levels of noise in a well-lit, well-ventilated and moderately paced environment.
- Continuously required to read computer screen; hear and/or respond to verbal/audio cues; perform repetitive motions of hands and wrist; reach with hands and arms; sit for extended periods of time.
- Frequently required to lift, push, pull and/or carry objects up to 25 pounds.
- Occasionally required to twist and/or bend.

“MERC believes that each employee makes a significant contribution to our overall success. That contribution should not be limited by the assigned responsibilities. Therefore, this Classification Description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent or MERC, to just the specific work identified. It is our expectation that each employee will offer his or her services wherever and whenever necessary to ensure the success of our endeavors.”

APPROVED:

MERC General Manager

Date

MERC Human Resources Manager

Date