



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 II	Bargaining Unit	Non-represented
Functional Job Family	Accounting & Finance	Classification #	8021
FLSA	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Salary Grade #	214
Position Status	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Revision Date	March 2007

Summary:

Perform responsible and complex technical work in support of agency's accounting functions. Provide technical guidance on the use of automated accounting tools by consulting with end users on system needs. Compile and maintain accounts payable, accounts receivable, and payroll records.

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:

- Collect, review and process department documents relating to accounts receivable, accounts payable, event contracts, and collections; maintain records and correspondence of past due accounts to reduce facility liabilities.
- Perform general accounting duties, such as reviewing and approving cash receipts generated by venue staff to ensure accuracy of general ledger and event invoices, or posting event billing information.
- Process journal entries, cash receipts and generate event-related invoices or other documentation in accordance with established guidelines and event license agreements.
- Code and input payment information into financial system, obtain approvals, and coordinate with other departments to ensure timely payments.
- Act as resident specialist in assigned software and accounting functions; perform research, gather information, and make recommendations based on findings; provide technical support and assistance in developing, implementing and standardizing related business practices.
- Assist with training, developing procedures on using software systems, and providing information regarding internal policies and procedures for staff as needed.

**Secondary Functions:**

- Generate accounting reports to verify allocations of event charges.
- Assist with general ledger account reconciliations and ensure timely and accurate submission of departmental credit card purchases.
- 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 two (2) years 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:

- Good knowledge of accounting and bookkeeping principles and procedures.
- Knowledge of mathematical principles.
- Knowledge of computerized accounting systems, such as tier one or two ERP systems, and various Microsoft applications.
- Knowledge of public budgeting and financial planning and basic 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 identify and manage own work.
- Ability to analyze information and use logic to resolve issues and problems.
- 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