

Account Technician  
Finance Department

**City of Dunedin, Florida**  
Class Description

**Position Title: Accounts Technician**  
Finance Department

### **GENERAL STATEMENT OF JOB**

Under general supervision, accurately and timely records account transactions to the ERP system, generates recurring checks or invoices, tracks and reconciles transactional activity and account balances, and performs related work as directed. Reports to the Senior Staff Accountant.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

#### **ESSENTIAL JOB FUNCTIONS**

*The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position.*

Interact and communicate via phone or email with City vendors, customers, or internal staff to obtain/transmit required information. Retrieve and process transaction documentation in accordance with established practices and in compliance with requirements for the function.

As Accounts Payable Accounts Technician, receives and records vendor invoices, validates existence of required documentation, generates timely payment of invoices, reviews and enters purchase card transactions and annually generates IRS Form 1099 to applicable vendors.

As Accounts Receivable Accounts Technician, enters cash receipts from all sources into ERP system, reconciles and balances cash daily. Generates monthly invoices and/or statements to City marina users, City property lessees, retired insurance participants and other users of City resources.

Researches, compiles and maintains data/records of varied and complex difficulty.

Performs technical duties independently.

Develops and prepares spreadsheets.

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Performs computer data entry to record and retrieve information.

Performs moderately complex decision making.

Interacts with internal and external customers

**ADDITIONAL JOB FUNCTIONS**

*While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.*

Assist in preparing audit reports as directed. Perform assessment and lien research to prepare the city standardize report in the absence of the Administrative Coordinator or if request demand is high.

Performs training and/or guidance to others as necessary in order to ensure consistent and continued application of processes.

Performs related duties as required.

**MINIMUM TRAINING AND EXPERIENCE**

Requires a high school diploma or GED equivalent, supplemented by a minimum of four years of related experience.

An equivalent combination of education, training and experience that provides the required knowledge, skills and abilities may be considered.

**SPECIAL REQUIREMENTS**

Must possess a valid Florida driver's license.

This position is Category B for the purposes of Dunedin Emergency Management. The incumbent may be required to be onsite/available as scheduled during times of emergency as declared by the City/County Commission or City Manager.

**PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Accounts Technician. Has excellent bookkeeping, data input, electronic file

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management and interpersonal skills. Is adept at applying a reasonable attention to detail as necessary in preparing reports and correspondence. Is able to maintain confidentiality as required. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Is able to speak, read and write effectively in English.

**PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to compile, assemble, copy, record and/or transcribe data and/or information according to a prescribed schema or plan. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.

**Human Interaction:** Requires the ability to exchange information for the purpose of obtaining information or clarifying details. Performs such within established policies, procedures and standards. Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public. Is able to offer assistance to fellow employees as necessary.

**Equipment, Machinery, Tools and Materials Utilization:** Has knowledge of and skill in the use of modern office practices and equipment. Requires the ability to use, operate and/or handle equipment such as a computer, copier, fax machine, recording equipment, calculator, telephone. Is able to type accurately at a rate sufficient for the successful performance of assigned duties.

**Verbal Aptitude:** Requires the ability to use a variety of reference and descriptive data and information. Has knowledge of proper English usage, vocabulary, punctuation and spelling.

**Mathematical Aptitude:** Has knowledge of basic mathematics. Requires the ability to perform addition, subtraction, multiplication and division; calculate decimals and percentages; may require ability to utilize principles of fractions and/or to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Is able to read and interpret various materials pertaining to the responsibilities of the job.

**Situational Reasoning:** Requires the ability to exercise the judgment required in situations characterized by repetitive or short-cycle operations covered by set procedures or sequences. . Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgment in

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performing routine and non-routine tasks. Has the ability to plan, organize and prioritize daily assignments and work activities.

**ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

**Sensory Requirements:** Tasks require visual and auditory perception and discrimination as well as oral communications ability.

**Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions. Tasks may require extensive VDT exposure.

*The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

  
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Finance Director

9/25/20  
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Date