

TAHOE TRUCKEE AIRPORT DISTRICT

Job Description

**ACCOUNTING TECHNICIAN**

**DEFINITION**

To perform a variety of technical and clerical accounting functions in support of Director of Finance and Administration and Accountant.

**DISTINGUISHING CHARACTERISTICS**

This is a single level class where employees within this class perform technical and clerical accounting tasks within the Finance and Administration Department. Employees at this level will receive instruction and assistance as situations arise and are aware of the operating procedures and policies of the work unit.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Director of Finance and Administration.

**EXAMPLES OF ESSENTIAL DUTIES** – *Duties may include, but are not limited to, the following:*

Processes accounts payable including receiving, reviewing, and distributing invoices for signature; reviewing invoices for proper information and coding; and preparing for check run.

Prepare and maintain a variety of routine spreadsheets; track accounting transactions.

Receive, research and resolve discrepancies related to accounts payable/receivable; receive, research and respond to inquiries from other departments and vendors.

Assist with the annual audit as it relates to the accounts payable function; provide auditors with requested document and respond to questions.

Prepare end of year reports and 1099's.

Coordinate and oversee employee credit card activities including payment and maintenance of documentation and receipts.

Prepare daily fuel sales reports; research and resolve discrepancies related to sales; assist District staff and customers with receipts and related issues.

Assist with updating fuel prices and the tracking of sales and price changes.

Perform Point of Sale Reporting and revenue reconciliation.

Prepare bank deposits and deposit receipts ensuring the proper coding of receipts for input into the general ledger system; input receipts into the appropriate accounts receivable software.

File supporting documents related to tasks performed in the Finance/Accounting Department.

Provide backup for employee payroll processing, accounts receivable and District hangar billing.

Assist the Director of Finance and Administration and Staff Accountant with researching, analyzing, and documenting statistical and financial data.

Build and maintain positive working relationships with co-workers, other Town employees and the public using principles of good customer service.

Perform related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### Knowledge of:

Methods, terminology, and practices used in financial and accounting work.

Office practices and procedures.

Effective customer service skills.

#### Ability to:

Perform accurate mathematical calculations using addition, subtraction, multiplication, and division.

Operate a variety of general office equipment including typewriter, personal computer, printer, copier, facsimile machine, telephone, 10-key calculator, etc.

Utilize spreadsheet word processing, and public accounting software packages to generate work.

Use and maintain a variety of filing systems and accounting records.

Carry out oral and written directions, and establish and maintain cooperative working relationships with others.

### **EXPERIENCE AND TRAINING**

Any combination of experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the required knowledge, skills and

abilities would be:

Experience:

One year of technical or professional accounting technician experience.

Training:

Equivalent to an Associate's degree from an accredited college or university with coursework in Accounting, Finance or a related field.

License and/or Certificates

Possession of a valid driver's license and a driving record that allows you to be insured by our insurance carrier.

**WORK ENVIRONMENT**

Employees in this classification perform a wide variety of administrative tasks indoors. Employees generally utilize computers for the majority of work and work stations are equipped to mitigate exposure to computer/keyboard related issues. The person in this position must be able to respond effectively in an occasionally stressful, multi-tasking environment. Attendance at night, weekend and offsite meetings is required.

**COMMUNITY RELATIONS AND OUTREACH**

All employees of the District have a responsibility to promote a positive image of the District and to inform and educate airport users and constitutes regarding the District's Mission and Core Values. Employees are charged with studying and understanding the District's community benefit, communication, and outreach strategies. Employees at various times throughout the regular course of work, may be required to participate in community relations programs, services, and events as directed by Managers. Employees must have the ability and desire to communicate the District's community relations and outreach objectives with people outside the organization, including represent the District to customers, the public, other government entities, and other external sources.