

**CITY OF FORT BRAGG  
JOB DESCRIPTION**

**JOB TITLE: FINANCE TECHNICIAN I**

**REPORTS TO: FINANCE DIRECTOR**

**TYPE: FBEO**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in this classification. Specifications are not intended to reflect all duties performed within the job.*

**POSITION SUMMARY:**

Under the general direction of the Finance Director, performs a wide variety of clerical, administrative and bookkeeping duties in support of the Finance Department, responds to telephone inquiries, screens and directs calls and takes messages, greets visitors and customers of the department, performs word processing, spreadsheet and various other computer applications including PC based and the financial management software applications, prepares and maintains files, records and reports, and operates the utility billing system.

**ESSENTIAL FUNCTIONS:**

*Essential functions may include, but are not limited to, the following:*

Constant use of computer; constant sitting in office chair; frequently standing to meet public at counter; tactfully deal with public in oral communications and by telephone; full use of hands and fingers to use office equipment; occasional lifting of office equipment and supplies of less than 30 pounds, climbing flights of stairs; hearing and oral skills to communicate with co-workers and public; exposure to dirt and dust.

Employee must:

- Be sufficiently adaptable to accept and perform in a timely and effective manner work assignments that are outside the normal day-to-day routine.
- Maintain courteous, professional and effective working relationships with other City employees and members of the public.

**TYPICAL DUTIES AND RESPONSIBILITIES:**

- Operates the utility billing systems as needed assisting with printing and mailing water bills, preparing payments for and posting payments, opening and closing accounts, issuing late payment notices, maintaining files and responding to customer inquiries. Coordinate with meter readers and public works personnel regarding turn on and off of accounts. Prepare delinquent report and coordinate with public works personnel shut off of accounts for nonpayment. Balance utility cash drawer on a daily basis as needed and prepare deposits.
- Post, check and balance cash received for accounts receivable on designated days or as needed and prepare deposits.
- Process and maintain accounts payables systems (receive, log, enter and process invoices).
- Handle all documentation for parking citations, cash mailings, responding to inquiries as well as correspondence and communication with Judicial Data Systems.

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- Calculate and process shared miscellaneous billings with various community and other governmental organizations, including developer deposits.
- Assist with business licenses, deposits and receipts and customer inquiries and questions.
- Handle collections of all bank returned checks for bank closed accounts and checks returned for non sufficient funds.
- File reports including payroll and other reports as needed.
- Handle petty cash, distributing funds on request, maintaining a record of these distributions and determining and replenishing cash as needed.
- Distribute, mail and file all accounts payable checks on a weekly basis.
- Assist with gathering, analyzing and report preparation on transient occupancy tax information.
- Maintain confidentiality of sensitive financial and HR related data.
- Follow City policies and guidelines.
- Perform other related tasks and duties as required.

### **MATERIALS, EQUIPMENT AND TOOLS:**

Typically uses City policies, procedures, budget. Calculator (10 key), personal computer, copier, printer, postage machine, telephone, safe, file boxes, financial systems server, fax machine typewriter, binding machine, folding machine, cash register. Computer programs, i.e., financial system, accounts payable, payroll, business license, utility billing, CalPERS retirement system reporting, Windows XP, Excel, Word, Outlook.

### **DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:**

- Correct English usage, spelling, grammar and punctuation.
- General office practices and procedures.
- Proficiency in Outlook, Excel, Word and other Microsoft Office Programs.
- Office and accounting machines and computerized accounting systems, including financial management information system software.
- Perform arithmetic and mathematical calculations rapidly and accurately.
- Communicate clearly and effectively orally and in writing.
- Establish and maintain courteous and professional relationships with co-workers and deal tactfully and courteously with the public.
- Ability to perform data input quickly and accurately.
- Perform simple research, compile data and report preparation.
- Ability to work under pressure and time deadlines.
- Ability to type at a minimum rate of 40 words per minute.
- Ability to responsibly carry out clerical duties including the use of independent judgment.
- Ability to speak conversational Spanish is desirable.

### **REQUIRED EDUCATION/EXPERIENCE**

- High School Diploma or GED; and
- One year of general office experience.
- Possession of or ability to obtain a valid Class C California's Driver's License

### **DESIRED EDUCATION/EXPERIENCE**

- Minimum on year bookkeeping, payroll and/or municipal administrative experience

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**NOTE:** *Accommodations may be made for some of the essential functions/requirements listed for qualified individuals who require and request such accommodation, due to a qualifying disability.*

