



## CITY OF BARTLESVILLE

### FISCAL TECHNICIAN – ACCOUNTING & FINANCE

#### **JOB SUMMARY:**

Performs work of moderate difficulty processing financial transactions; reconciles accounts; serves as cashier; provides customer service in processing transactions; collects funds for services provided by the City. Answers telephone and directs customers to proper department and personnel; responds to inquiries regarding bills, explains billing to customers; assists with problems. Establishes new utility billing accounts, and collects required deposit; Obtains signed utility service agreements from customers; Processes utility bill payments; makes payment arrangements, explains how charges are determined and corrects errors. Researches history of and corrects water bills; completes financial adjustments for incorrect bills. Determines water shut-offs required; directs shut-offs; maintains records of payments and special problems. Receives traffic and parking ticket payments; accesses computer records for court dates, amounts of fines; generates computer printouts for parking tickets, contacts police department after warrants are paid. Answers inquiries regarding tickets, hearings, or related court issues. Provides clerical and administration support for the Municipal Court. Assist with maintaining files and records for Municipal Court. Occasionally directs others in carrying out Judges' ruling; implements court procedures and serves as liaison to Municipal Judge as required. As needed, will assume Court Clerk duties. Assists with interest payments, returned checks, charge backs, and automatic payments. Reconciles and balances previous day's business and funds; prepares deposit forms; runs interface reports and balances; distributes receipts to proper people; takes deposit to bank. Bills residents for a variety of services provided by the City. Conducts over-the-counter transactions and collects money from the public in payment for services provided by the City. Balances and maintains petty cash drawer. Sets up cash drawer for the day's work to make change for incoming citizens to pay for fines, parking tickets, and other miscellaneous goods and services. Accounts for and balances daily receipts; prepares and makes bank deposits. Opens, sorts, and delivers mail. Processes credit card payments. Issues business licenses, beer licenses and mixed beverage licenses. Answers phone and responds to inquiries regarding policies and practices relating to the service provided. Enters and retrieves a variety of technical accounting and/or financial information into a computer in order to update records, process transactions and respond to requests for information. Deals with the general public answering questions, providing information and assistance over the telephone and in person. Runs end of month reports and balances for utility billing and provides reports to accounting department. Performs other related duties as assigned.

#### **DESIRABLE QUALIFICATIONS:**

**Education and Experience:** High school diploma or GED; and, One to two years of progressively responsible related experience; or, any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job. **Licenses and Certifications:** Valid State vehicle operator's license. **Knowledge of:** Must have working knowledge of Microsoft Excel and Word software; Principles and practices of basic accounting and customer service; Applicable state, federal and local ordinances, laws, rules and regulations; General office procedures, policies and practices, as well as basic knowledge of personal computer and other general office equipment; Recordkeeping, report preparation, filing methods and records management techniques. **Skill in:** Using tact, discretion, initiative and independent judgment within established guidelines. Researching, compiling, and summarizing a variety of informational and statistical data and materials. Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction. Using a computer to accurately and rapidly enter and retrieve data and information. Communicating clearly and effectively, verbally and in writing. Preparing clear and concise reports, correspondence and other written materials. Typing at 45 wpm. **Mental and Physical Abilities:** Ability to establish and maintain effective working relationships with others. Ability to understand and carry out written and verbal instructions. Ability to write basic reports and routine correspondence. Ability to deal with problems involving several concrete variables in standardized situations. While performing the essential functions of this job the employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, and speak and hear. While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 10 pounds. **Working Conditions:** Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically moderately quiet.

**HOW TO APPLY:** Submit transfer request to Human Resources, second floor, City Center, 401 S. Johnstone Ave.

Accepting Transfer Requests and applications from April 19, 2017 through May 10, 2017. Or until filled.

Salary varies depending upon qualification; salary range is \$13.03 – \$19.54 per hour.

#### **AN EQUAL OPPORTUNITY EMPLOYER**

City of Bartlesville

401 S. Johnstone / Bartlesville, Oklahoma 74003 / (918) 338-4277