

POSITION: Accountant Technician

DEPARTMENT: Finance

Grade: 28

Starting Salary: \$44,608.72

Posted: February 20, 2026

Closing: February 27, 2026



General Definition of Work

Performs technical accounting work, entering and maintaining Occupancy Tax Registrations, verifying and posting journal and general ledger entries, reconciling bank statements, preparing and maintaining financial records and reports, and related work as apparent or assigned. Work is performed under the limited supervision of the Finance Director.

Qualification Requirements

To perform this job successfully, an individual must be able to satisfactorily perform each essential function. The requirements listed below represent the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Enters and maintains all Occupancy Tax Registrations; collects, records, and disburses allocated revenues; monitors and collects delinquent and past due accounts.
- Processes invoices for accounts payable.
- Receives and processes incoming mail.
- Reconciles monthly bank statements for central account; prepares and makes deposits.
- Records all non-sufficient fund returns; coordinates with corresponding departments for collection; prepares legal forms for small claims as needed.
- Verifies and posts journal entries and budget amendments into financial software; balances and posts daily transactions; assists with the preparation of budget amendments.
- Assists with cash receipting and recording deposits.

Knowledge, Skills, and Abilities

Thorough knowledge of the principles and practices of accounting procedures; thorough knowledge of accounts payable policies, practices and procedures; thorough knowledge of bookkeeping terminology and methods; general knowledge of business English and spelling; ability to operate a variety of accounting, office and data entry equipment; ability to type at a reasonable rate of speed; ability to understand and follow oral and written directions; ability to establish and follow work procedures; ability to post accounts and to perform mathematical computations with speed and accuracy; ability to establish and maintain effective working relationships with citizens, elected officials, associates, coordinating agencies, and the general public.

Minimum Training and Experience

High School Diploma or GED. Relevant experience in accounting and/or bookkeeping, or equivalent combination of education and experience.

Special Requirements

- Valid driver's license

AN EQUAL OPPORTUNITY EMPLOYER/ADA EMPLOYER
All prospective employees are subject to a criminal background check
References may be requested