

**ORGANIZATION:** City of Sherwood  
**LOCATION:** Sherwood, Oregon  
**DEPARTMENT:** Finance  
**FLSA STATUS:** Non-Exempt  
**JOB TITLE:** Finance Technician – Pay Group 6

**DATE:** 2010

**PURPOSE OF POSITION:**

Responsible for assigned transaction cycles. Transaction cycles include payroll, cash receipts, accounts receivable, fixed assets, and other routine accounting functions. Transaction cycles encompass processing transactions, preparing reports, scrutinizing data, filings, and other related duties. Performs duties that support and maintain all Finance Department functions.

**ESSENTIAL JOB FUNCTIONS:**

Processes incoming financial data, reports, and other information from City departments to ensure accurate and timely processing in the City's automated accounting systems. Responds to a large volume of inquiries and resolves system/user problems within the scope of the position. Supports audit and budget processes.

Prepares and reviews a variety of financial reports and ledgers, and makes corrections as needed. Maintains ledgers and journals by entering, verifying, and changing data as necessary; reviews and audits transactions for accuracy and supporting documents.

Designs and creates reports for various users and purposes. Provides technical information, program guidance and training to City staff, vendors and the public. Contributes to the implementation and modification of accounting systems to meet established requirements and needs; recommends standards, methods, and procedures as they relate to the ongoing interactions with end-users.

Provides customer service to all departments. Greets visitors and answers telephone, determines nature of visit/call. Responds to routine, non-routine and technical questions from internal and external customers. Directs calls to others as appropriate, or takes and relays messages.

Performs court related duties in coordination with the Municipal Court Administrator.

Performs other duties as assigned.

Nurtures and maintains cooperative working relationships with City staff, other organizations and the general public.

Follows all safety rules and procedures for work areas.

**AUXILIARY JOB FUNCTIONS:**

Performs clerical tasks such as providing general information, typing, photocopying, collating, filing, etc. Provides assistance to other staff as workload and staffing levels dictate. Maintains proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintains work areas in a clean and orderly manner.

**JOB QUALIFICATION REQUIREMENTS:**

**MANDATORY REQUIREMENTS:** Advanced knowledge of accounting practices/bookkeeping, and secretarial practices. Knowledge of office practices and procedures, operation of standard office equipment, word processing and spreadsheet application software. Education equivalent to high school plus additional specialized training and over 2 years experience in performing similar duties, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

Ability to manage confidential documentation, personnel and payroll items, and sensitive/confidential materials in a professional and discreet manner.

**SPECIAL REQUIREMENTS/LICENSES:**

None.

**DESIRABLE REQUIREMENTS:**

Completion of a two-year college program in accounting practices. Experience with financial software and Municipal Court functions and software.

**PHYSICAL DEMANDS OF POSITION:**

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 25 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

**WORKING CONDITIONS:**

Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises.

**SUPERVISORY RESPONSIBILITIES:**

Supervision is not a typical function assigned to this position. May provide training and orientation to volunteers, students and newly assigned personnel on Department policies and practices.

**SUPERVISION RECEIVED:**

Works under the general supervision of the Finance Director.