FINANCE TECHNICIAN

POSITION SUMMARY

This position is responsible for performing accounting and clerical work with accounts receivable the finance department. The Finance Technician performs a variety of accounting, customer service, back-up support, and clerical work in finance, administration, municipal court, and utility billing functions of the City of Dickinson.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists in preparation of a variety of administrative & financial reports.
- Provide back-up support as a floater for administration, municipal court, and other areas of customer support.
- Review and post daily department revenues in cash receipting software.
- Assists in the collection of data and preparation of routine and specialized reports and surveys.
- Assists with annual external audits.
- Prepare annual Accounts Receivable write-offs and unclaimed property documentation.
- Provide support to Utility Billing functions, including mailings, shut-off processes, payments, and customer service.
- Generates invoices and balance receivables other than utilities to include posting batches generated by other departments.
- Perform a variety of office and clerical support functions including composing correspondence and records management.
- Assist in maintenance of records and files; sort and file correspondence, checks, vouchers, and other materials.
- Generate and distribute Accounts Receivable statements monthly.
- Perform digital file archiving of finance documents per North Dakota retention guidelines.
- Performs other duties of a similar nature or level as required.

Knowledge, Skills, and Abilities:

- Knowledge of basic accounting concepts.
- Knowledge of bookkeeping procedures.
- Knowledge of Microsoft Suite applications.
- Proficient in English usage, spelling, vocabulary, grammar and punctuation.
- Skilled in documenting new processes and troubleshooting procedures.
- Executes work with precision and ability to work under general supervision.
- Capable of understanding and following both oral and written instruction.
- Establishes, maintains, and fosters positive and harmonious working relationships with individuals encountered during the course of work.
- Excellent interpersonal skills.
- Excellent organizational skills and detail oriented.
- Ability to prioritize and handle multiple tasks simultaneously.
- Ability to work independently and as part of a team.

- Ability to comprehend different software programs
- Ability to comply with strict deadlines and prioritize workload.

QUALIFICATIONS

Education and Experience:

- High School Diploma or GED.
- One year of general bookkeeping experience.

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Special Requirements:

- Valid Driver's License

WORKING CONDITIONS

- Positions in this class typically require: sitting, stooping, kneeling, reaching, standing, walking, fingering, grasping, talking, hearing, seeing and repetitive motions.
- Work is performed within routine office environment with minimal exposure to hazardous or unpleasant conditions. Physical demands are usually limited to sitting or standing in one location much of the time. Some stooping, lifting of objects of light weight may be required.
- Work related travel is minimal.

Classification: Grade 12 (G-12)
FLSA: Non-Exempt
Updated to new format: 04/10/17
Approved by CSC: 04/13/17
Approved by Commission: 3/4/2025
Updated: by HR Nameniuk 08/03/2021, 2/10/2025 by DCA Carlson, HR Nameniuk. Updated grade to match new pay scale 6/15/2026 by NT.