

**POSITION: Accounting Technician- 1: NON-Exempt**  
**Accountable to: Reports to the AM**

**Primary Objective of Position:**

The Accounting Technician 1 will perform a wide variety of financial, administrative, and bookkeeping duties.

**Essential Job Functions:**

The **ATF** must:

- Knowledge of bookkeeping, and government accounting.
- Possess time management skills essential to all office functions.
- Be bondable, and capable of maintaining customer and employee confidentiality.
- Can lift 50 pounds, bend, stoop, and operate a computer for extended periods of time.
- Capable of performing all accounting activities.
- Perform all accounting activities, including accounting records entries, maintenance, accounts payable and receivable work, and monthly and annual account reconciliations.
- Accounting records entries, maintenance, and reconciliation
- Maintain financial records, both paper and digital
- Prepare monthly Oversight packet for Board consideration if asked.
- Receive and process bill payments; coordinate with the Administrative Manager for support on third-party damage claims; track billable expenses for developers or other entities; create and track invoices for the same.
- Receiving and processing bill payments in a timely manner
- Provide support for Payroll functions performed by outside firm as needed.
- Assist in the annual audits, including any federal audits required.
- Provide financial information as requested for annual budget preparation and monthly updates, rate, and fee reviews.
- Coordinates with AM for support on third-party damage claims, prepare third-party bills for services.
- Other support as requested by the GM, AM and OM
- Applicants for this position must possess excellent written and oral communications skills.
- They must be highly motivated, creative, organized, and comfortable multi-tasking.
- Provide backup for Customer Service when requested.

**Education, Training and Experience Requirements:**

- 2 plus years of business accounting experience required with an additional vocational or college accounting certificate or equivalent experience.

- Required computer skills include proficiency with QuickBooks and Microsoft Office, particularly Word and Excel.
- Experience with project, work management, and customer billing software.
- Applicants must be comfortable with computers and technology, able both to learn new programs rapidly and problem-solve.
- Experience working with an entity providing utility services is preferred.
- Applicant must possess a valid Montana Driver's License
- A High School degree or equivalent.
- Must be able to pass a background check.
- Must be able to pass a Non-DOT Drug test.

**This Job Description is intended to fully cover the position but may not contain an exhaustive listing of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.**

**This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and/or employee, or requirements of the job change.**