CITY OF FOLSOM

DISBURSEMENT TECHNICIAN

DEFINITION

Under general supervision, perform a variety of general and specialized disbursement clerical accounting activities related to the preparation and maintenance of financial and statistical records in a manual or automated environment; obtain and compare information related to department records, programs, and services.

DISTINGUISHING CHARACTERISTICS

The Disbursement Technician is the experienced/journey level class fully competent to independently perform the duties. This class is distinguished from the Disbursement Specialist in that the latter serves either as the lead or specialist level in the series.

The Disbursement Technician differs from the Account Clerk Class series in that the primary duties of the Disbursement Technician involve the application disbursement specific skills and ability, and the interpretation and application of rules and procedures requiring sustained, frequent, and intensive use of disbursement related financial, statistical, and numerical data and information. The Account Clerk class performs a wide variety of general financial support duties not requiring specialized knowledge.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

- Perform moderately difficult clerical accounting work associated with the verification, review and maintenance of disbursements.
- Distribute invoices to appropriate City divisions.
- Review payment requests for accuracy and completeness.
- Ensure that fiscal controls are followed.
- Classify, post, and reconcile expenditures to appropriate budgetary accounts.
- Audit invoices, distribute payments of City bills and handle research in regard to accounts payable.
- Compute and prepare figures for journal entries.
- Provide technical information and instruction to personnel regarding procedures, methods and fiscal controls involved in processing disbursements
- Research and make recommendations on how to resolve complex customer service problems which include interaction between other City employees and supervisors, referring to rules, regulations, policies and procedures in order to meet customer needs.
- Explain policies and procedures in order to inform internal and external customers of City's process'.

- Prepare reports using spreadsheets, databases and word processing applications in order to track information.
- Maintain accurate and organized filing systems for electronic and paper files
- Search, locate, and retrieve files from manual or computerized system in order to provide requested information.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the "Examples of Essential Duties" section of this specification.

Knowledge of:

- Modern office practices, methods, and procedures.
- Basic mathematics such as addition, subtraction, multiplication, division, decimals, fractions, and percentages.
- Methods, practices, and procedures of bookkeeping, disbursements, payroll and accounts payable processes.
- General goals and purpose of the department's programs.
- Common word processing, spreadsheet, and database software packages.

Ability to:

- Develop and maintain detailed and accurate records.
- Interpret computer printouts.
- Operate standard office machines.
- Perform difficult arithmetical computations rapidly and accurately with the capability of transferring the computation into a database.
- Effectively communicate verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Compare, transcribe, track, and reconcile information between documents, accounts, and ledgers.
- Enter data quickly and accurately into automated system.
- Locate, identify, and correct inaccurate or incomplete information.
- Read English at a level necessary to understand procedure manuals, policy guidelines, software manuals, technical documents, and reports.
- Follow written and oral directions and instructions.
- Perform a variety of financial, statistical, and case recordkeeping assignments.
- Perform a wide range of general clerical work.

Minimum Qualifications:

Experience:

Two (2) years in accounts payable, disbursements, or comparable financial or statistical record keeping work.

License, Certificate, Registration Requirements:

Possession of, or the ability to obtain and retain, a California Class C driver license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Physical Requirements:

Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. (2) Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/ Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/ Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

Information Block

Class Code:
FLSA Status:
Established:
Revised:
Retitled:
Workers Compensation Code
Bargaining Unit: