



JOB DESCRIPTION

JOB TITLE:	Accounting Technician	FLSA:	Non-Exempt
DEPARTMENT:	Comptroller	GRADE:	A3
REPORTS TO:	Accounting Supervisor	DATE:	10/06/2016

SUMMARY OF JOB PURPOSE:

Responsible for performing accounts payable functions to support County accounting and financial operations.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Inputs, reviews, and verifies all invoices submitted for payment to the County to ensure the following: correct entry of vendor, invoice number, account coding, amount, sales tax exempt, and fiscal year; works with other departments/offices on invoice entry training and error corrections.
- Prepares and issues checks for approved invoices on a weekly basis, including printing a check register, other reports, and 1099 reports at year-end.
- Tracks capital assets including additions, tag issuance, and deletions; inputs changes into depreciation program.
- Manages and accounts for County Room Taxes; including collections, reconciliations, and reporting on a monthly basis.
- Performs a variety of administrative/clerical support duties as required.
- Provides customer services; responds to requests for information, and attempts to resolve them by researching files and records within the scope of authority; updates, retrieves and releases information according to procedures.
- Maintains absolute confidentiality of work-related issues, records and County information.
- Contributes to the efficiency and effectiveness of the department's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Demonstrates courteous and cooperative behavior when interacting with the public and County staff; acts in a manner that promotes a harmonious and effective workplace environment.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

High School Diploma/GED; AND two (2) years of accounting support experience; OR an equivalent combination of education, training and experience.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



ACCOUNTING TECHNICIAN

Required Knowledge and Skills

Knowledge of:

- Use of specified computer applications including word processing and spreadsheets.
- Principles and techniques of accounting, budgeting and bookkeeping.
- Governmental accounting principles related to capital assets.
- Applicable rules, regulations, laws and codes.
- Practices of reviewing financial documents for completeness and accuracy.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with a variety of individuals, in person and over the telephone.

Skill in:

- Performing technical accounting and financial analysis.
- Reading and explaining rules, policies and procedures.
- Organizing, researching and maintaining financial files.
- Reviewing financial documents for completeness and accuracy.
- Reviewing, posting, balancing and reconciling financial records.
- Maintaining accurate financial records and preparing accurate and timely reports.
- Organizing own work, setting priorities and meeting critical deadlines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Dealing successfully with the public, in person and over the telephone.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- None

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials and computer screen; and hearing and speech to communicate in person or over the telephone.