

ACCOUNTING TECHNICIAN

General Statement of Duties

Performs responsible clerical and accounting work including technical and specialized governmental accounting work in the County Finance and Human Resources Department.

Distinguishing Features of the Class

An employee in this class performs a variety of tasks in the maintenance of accounts payable, payroll, and other financial records. Work involves researching and applying accounting or administrative procedures, principles of bookkeeping, and basic fund accounting to the review and processing of accounting and other financial documents including processing the bi-weekly payroll. Employee will train to be back up to AP and Payroll lead personnel. Duties include processing requisitions and invoices, ensuring funds are available in the appropriate accounts, entry of payables into the computer, running entry proof reports, account reconciliations, journal entries reviews, and cash receipts postings. Work also includes maintaining electronic and hard copy files including vendor, accounts payable files and related clerical activities, and collection for county revenue accounts. Judgment is required in selecting and applying appropriate procedures. Tact and diplomacy are required in dealing with vendors, customers, coworkers, and supervisors while conducting County business. Work also includes balancing daily receipts, preparing deposits and posting detailed accounts receivables to the general ledger, and special projects in finance and human resources. Work is performed under the general supervision of the Finance Director/HR Officer and is evaluated through conferences, accuracy and completeness of records and reports, and by independent audit of financial records.

Duties and Responsibilities

Essential Duties and Tasks

Serve as first point of contact for Finance/HR Office including answering the telephone and assisting customers coming into the office.

Assists in preparation of bi-weekly payrolls for the County; maintains and processes all documents for the payroll; makes adjustments to records, contacts department or employees about problem areas; enters new employees into database and updates changes; incorporates garnishment, child support and other required deductions into payroll. Also, reconciles, balances and files required payroll and fringe benefits reports to Federal and State agencies; generates and distributes W-2's; answers questions on these tax forms; prepares and submits unemployment report.

Receives purchase requisitions as applicable based on organizational procedures; pre-audits accounts to ensure funds availability; signs and obtains required authorizations; separates, maintains, and files copies; and returns copy to department.

Receives invoices and matches with payment authorizations and receipts; matches invoices that do not have purchase order numbers; checks for accuracy on dates, vendor numbers, sales tax, required signatures, etc.; makes corrections to incorrect information.

Keys invoices into computer by vendor code number, code of department; liquidates each purchase order; checks accuracy of entry.

Runs proof reports; verifies accuracy of vendors, codes, and amounts; prints checks; matches checks to invoice copies; resolves discrepancies; balances each check run; mails approved checks.

Maintains the vendor file; creates new vendor records from completed W-9's, receives vendor changes, and edits vendor records; communicates with vendors on invoices and payments; prepares, reviews, corrects as necessary, and mails 1099's.

Communicates with departments on invoices, payables, receipts, and coding issues; answers questions, and assists departments with payroll issues as well.

Collects for commercial business solid waste accounts, occupancy taxes, EMS fees, and all other types of revenues for the County.

Balances cash receipts and prepares deposits daily.

Processes and reconciles travel receipts with expenses and advances; prepares travel reimbursements or receives excess advance; prepares required reports and files documents.

Maintains spreadsheet of cash receipts and participates in balancing and reconciling receipts on a weekly basis following internal protocols.

Works with Assistant Finance Officer and Finance Director on monthly bank reconciliations on all accounts.

Review journal entries as needed prior to posting into the accounting system.

Assists external auditors with annual audit of accounting records; prepares files and reports as needed.

Assists HR Officer with workers' compensation claims.

Assists HR Officer with maintenance of policies, pay grades, classifications, job descriptions, etc. as needed for Human Resources programs.

Cross-trains and serves as back-up to or in the absence of AP and Payroll staff.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Considerable knowledge of arithmetic.

Considerable knowledge of the County's administrative, accounting and purchasing policies and procedures.

Considerable knowledge of governmental bookkeeping practices and procedures.

Working knowledge of laws, rules, regulations, policies and practices to follow in accounts payable, billing, and collections functions.

Working knowledge of the organization and functions of county government and of the fund and account structure related to the different departments and functions.

Working knowledge of computer operations and specialized software as it applies to financial operations.

Ability to understand and apply policies to the maintenance of financial records and reports.

Ability to use a variety of automated equipment and associated software for the maintenance of accounting records.

Ability to make arithmetic computations accurately and with reasonable speed.

Ability to maintain accurate and accessible accounts payable and solid waste billing records.

Ability to verify accounting and accounts payable documents and forms for accuracy and completeness.

Ability to communicate effectively in oral and written forms.

Ability to establish and maintain effective working relationships with management, supervisors, coworkers, vendors, customers, and the general public.

Physical Requirements

Must be able to perform the basic life operational skills of stooping, kneeling, crouching, reaching, pushing, pulling, lifting, fingering, talking, hearing and repetitive motions.

Must be able to perform sedentary work, exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push or otherwise move objects.

Must possess the visual acuity to prepare and analyze data and figures, perform accounting tasks, do extensive reading, and operate a computer terminal.

Desirable Education and Experience

Graduation from high school supplemented by accounting or bookkeeping courses and some experience in an accounting or fiscal office environment; human resources experience desirable; or an equivalent combination of training and experience.