

ACCOUNTING TECHNICIAN - 2001

General Definition of Work:

Performs intermediate skilled administrative support work involving the preparation and/or maintenance of County fiscal or related records and performing a variety of accounting and budget clerical functions. Work is performed under regular supervision.

Essential Functions/Typical Tasks:

Preparing and assisting with the maintenance of financial records; entering, verifying and checking data; processing accounts payable, accounts receivable, budget and other financial accounts; preparing reports; maintaining records and files.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Receives receipts and posts payments for various fees and payments; balances money and computer reports; prepares deposits.
- Prepares and reconciles bank statements and/or reimbursement reports relating to area of assignment.
- Responds to inquiries and complaints from citizens, vendors, and clients; provides information and assistance.
- Processes accounts payable invoices; separates and codes invoices by fund.
- Balances tax payment collections; prepares collections report.
- Prepares adjusting journal entries for internal billings, errors and corrections. Tracks departmental revenues and expenses.
- Processes sales and use taxes and gross receipts taxes.
- Posts, checks, balances and adjusts financial accounts.
- Collects, processes and distributes occupancy tax; prepares journal voucher.
- Assists with compiling information to distribute tax collections to appropriate cities and fire districts.
- Assists with preparing journal vouchers for ad valorem and vehicle taxes.
- Prepares tax, vehicle and ambulance refunds.
- Operates computer terminal posting data, payroll, payables and budgetary information.
- Produces monthly financial reports; searches documents for posting errors.
- Files various fiscal transaction documents; collates, sorts and compiles fiscal and personnel data in accordance with procedures.
- Operates typewriter, computer, calculator and other standard office equipment incident to maintaining records.
- Secures monies used in transactions and collected.
- Participates in internal audits.
- Types correspondences.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

General knowledge of bookkeeping terminology, methods, procedures and equipment; general knowledge of accounting principles and related data processing equipment; general knowledge of standard office procedures, practices and equipment; knowledge of and ability to administer fiscal, accounting, and budgeting federal, state, and County policies, procedures, laws, rules and regulations; ability to understand and follow oral and written directions; ability to establish and follow detailed work procedures; ability to post accounts and to perform mathematical computations with speed and accuracy; skill to use a variety of office machines, computers, applicable software and typing; ability to prepare and maintain accurate records and reports; ability to communicate effectively orally and in writing; ability to attend work regularly; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience:

Requires graduation from high school including or supplemented by course work in bookkeeping or accounting and considerable experience in accounting, bookkeeping, or banking experience. An equivalent combination of education and experience may be considered.

Physical Requirements:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires stooping, reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Requirements:

None.

HR revised 1/5/2012