

FILLMORE COUNTY JOB DESCRIPTION

Accounting Technician

DEPARTMENT: Varies		JOB TITLE OF SUPERVISOR: Varies
PAY GRADE/RANGE: 5	BARGAINING UNIT: Not Represented	FLSA STATUS: Non-Exempt

GENERAL PURPOSE OF JOB

The Accounting Technician performs a variety of accounting and bookkeeping duties including payroll, data processing, maintenance of financial and activity records, writing reports, general office work, and assisting with computer technical support as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

	FREQUENCY
Responsible for coordination of payroll which includes entering timesheets into system, keeping track of salary increases, status changes, PERA reporting, retro pay for union contracts, insurance changes, benefits, vacation, sick and comp time earned and used, and maintaining employee direct deposit information. Verify that payroll balances with budget prepared by Treasurers office. Prepare quarterly and year end reports.	Weekly 50%
Maintain complete financial records of all receipts and expenditures and performs monthly closing of accounts receivable and payable. Assists in checking fund accounts and reconciling or balancing accounts both within the department and with County records. Prepares and compiles information, data and activity summaries to complete required county, state or federal reports and summaries.	Weekly 5%
Provide personal computer support by training employees on software applications, trouble shooting problems, ordering equipment, installing upgrades for software, and serving as contact person for outside consultants and networking activities. Loads AS/400 software and maintains the operating system at its peak operating level. Responsible for computer security, backup and recovery procedures for the AS/400. Loads and maintains the libraries on the AS/400 (i.e. financial system, payroll, hwy cost accounting, etc.) and provide assistance to departments in there operation and functioning.	Weekly 25%
Runs and processes the printing checks, warrants, and other reporting as needed.	Monthly 5%
Conduct a variety of specialized administrative, technical or clerical routines and operations within the office. Examples include: <ul style="list-style-type: none"> • Compiling and preparing documents, correspondence and spreadsheets. • Assisting in preparing partial payments to contractors • Processing deeds and certificates • Running election scanner, coordinating election materials and absentee ballots 	Weekly 5%

Receive, analyze, process and/or answer questions of the public, officials or other agencies or other departments concerning departmental procedures, to provide information or to properly process requests. Utilize knowledge of departmental operations, rules and guidelines to resolve questions and issues presented to the department.	Daily 10%
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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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires minimum of Associate's degree (A.A.) in accounting or equivalent from two-year College or technical school or equivalent combination of education and experience.

CERTIFICATES AND LICENSES *(position requirements at entry)*

- None

REQUIRED KNOWLEDGES *(position requirements at entry)* knowledge of:

- Cost and Financial Accounting;
- Data processing methods, information storage, and retrieval techniques;
- Applicable computer software and networking concepts;
- Computer technology including experience in operation of IBM AS400 computer and personal computers;
- General clerical/office practices and procedures;
- Departmental procedures, policies and services;
- Applicable federal, state and local laws, rules and regulations, as they pertain to departmental functions;
- Basic record-keeping practices;

REQUIRED SKILLS *(position requirements at entry)* skill in:

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations;
- Ability to write reports, business correspondence, and procedure manuals;
- Ability of effectively present information and respond to questions from groups of managers, clients, customers, and general public;
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume;
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists;
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form;
- Ability to provide basic client services to the public and other agencies within the County;

- Tact, courtesy, and cooperation in dealings with others where the primary purpose of the dealing involve the exchange of information;
- Operation of 2-way radio, computers, calculator, copy machine, telephones, blue print machine, fax machine and typewriter;
- Problem solving techniques related to use of electronic processing;

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee frequently is required to sit and reach with hands and arms. The employee is occasionally required to stand, walk, and talk or hear. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The environment will commonly be an office setting with few hazards. The noise level in the work environment is usually moderate.

CLASSIFICATION HISTORY

Prepared By: Debra Bryan/Bjorklund Compensation Consulting (BCC)	Date: 10-1999
Revised by:	Date: