



Department:	Varies
Reports To:	Varies
Supervisory Duties:	N/A
FLSA Status:	Non-Exempt
Benefits	Eligible
Union Status:	N/A
Last Updated:	May, 2018

Position Details

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 customer service.

Essential Duties and Responsibilities

(Note- Individual incumbents of this job class will perform some, but not all, of these duties and may perform additional related duties not listed)

- Responsible for coordination of payroll which includes entering timesheets into system and ensuring that all rates and deductions are accurate. Verify that payroll balances with budget. Prepare quarterly and year end reports.
- Maintain complete financial records of all receipts and expenditures and perform monthly closing of accounts receivable and payable, mileage and inventory withdrawal. Assists in monitoring working budget 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.
- Manage bank accounts including making deposits, issuing checks, balancing and reporting.
- Review invoices ensuring proper completion, prepare reports for Board approval, and prepare checks and warrants. Maintain accurate vendor information.
- Compile and prepare documents, correspondence and spreadsheets.
- Assist in Construction Contract Management including bid processing, contract filings, data set-up, reporting, and payments in accordance with contracts.
- Process deeds, certificates and various county licenses.
- Collect and post tax payments.
- Process passport applications.
- Implement the election process, which requires annual certification of knowledge of the Statewide Voter Registration System software.

Customer Service

- Provide customer service on-site, front counter, e-mail inquiries and phone calls.
- 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

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

Position Requirements

Knowledge, Skills and Abilities

- Knowledge of cost and financial accounting procedures and best practices.
- Knowledge of data processing methods, information storage, and retrieval techniques.
- Knowledge of computer technology.
- Knowledge of modern clerical/office practices and procedures.
- Knowledge of applicable federal, state and local laws, rules and regulations, as they pertain to departmental function
- Skill in utilizing basic mathematical computations.
- Effective communication skills, both oral and written.

Education and Experience

High School Diploma or GED and some specialized training beyond high school plus minimum of one-year relevant work experience, or equivalent combination of education and experience.

Physical and Mental Requirements

Positions in this job typically require: sitting, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. There is sustained exposure to computer keyboards and video screens. This position is generally light-duty and may require the exertion up to 20 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.

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

Working Conditions

Work is performed in an office environment. Some travel may be required for training or meetings.

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

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.