



ACCOUNTING TECHNICIAN JOB DESCRIPTION

Job Title: **Accounting Technician**

Job Code: **CF113**

Pay Grade: **14**

Effective Date: **October 2007**

FLSA: **Non-Exempt**

Revision Date: **October 2007**

NATURE OF WORK

Under close supervision, performs basic clerical accounting duties for accounts payable and receivable and payroll functions; reviews and enters data, processes transactions, and provides customer service.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Processes basic accounting and bookkeeping transactions in compliance with all applicable rules, regulations and procedures; duties may vary according to job assignment.
- Posts transactions and computer accounting entries; performs basic clerical accounting activities, including accounts payable, revenue, accounts receivable, and payroll; reviews and validates data.
- Reviews source documents for compliance to rules and regulations; determines proper handling of accounting and technical transactions within designated limits; reports discrepancies.
- Checks documents for validity and accuracy of information; performs mathematical calculations; records, files and distributes related paperwork and documents.
- Maintains accounting and bookkeeping records and associated filing systems; enters data into computer systems; codes documents, processes transactions, and updates accounts.
- Maintains additional accounting and technical transaction databases as directed; may process cash receipts, daily cash reports, and bank deposits.
- Monitors ledger accounts, assuring that files are complete and accounts are current.
- Responds to requests for information; provides basic information within scope of authority.
- Updates, corrects, retrieves and releases information according to procedures.
- Cross trains in a wide variety of clerical accounting duties.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment and involves light physical demands and frequent use of a personal computer.

DISTINGUISHING CHARACTERISTICS:

This is the entry level position in the Accounting Technician job series.

EMPLOYMENT STANDARDS:

High School Diploma or GED equivalent; AND one (1) year of basic accounting or bookkeeping experience within a government environment.

A valid Driver's License and a Notary Public License are preferred or may be required. May be required to pass a thorough background investigation.

KNOWLEDGE AND SKILLS:

Knowledge of:

- County policies and procedures.
- Accounting and bookkeeping principles and methods.
- Applicable policies, procedures and regulations covering specific areas of assignment.
- Principles of record keeping and records management.
- Business and personal computers, and spreadsheet software applications.

Skills in:

- Maintaining accurate accounting records.
- Performing mathematical calculations with skill and accuracy.
- Entering numerical data into a computer system with speed and accuracy.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers.
- Following verbal and written instructions.