



## **Accounting Technician (9901)**

**FLSA Status:** Non-Exempt (Hourly)

**Pay Grade:** 11

**Safety-Sensitive:** No

### **Purpose**

The purpose of this classification is to process accounts receivable and payable documentation, maintain financial records, provide customer service, and perform related administrative duties for an assigned department or work unit.

### **Primary Responsibility**

Provides excellent service, pursues continuous improvement and exceeds expectations.

### **Typical Duties**

Processes accounts receivable documentation: receives, enters, and balances collection reports, receipts, and deposits; verifies accuracy and completeness; prepares and submits deposits; tracks, records, and documents discrepancies and errors; monitors and verifies bank statements; views and prints credit card processing settlement reports; disburses funds to appropriate accounts; and prepares and maintains related reports and records.

Processes accounts payable documentation: reviews invoices, purchasing card statements, expense reports, or other documents for accuracy, completeness, and proper authorization; matches invoices with receiving tickets, purchase orders, and statements; assigns proper budgetary codes to each expenditure; enters data into computer system; and researches any outstanding purchase orders, invoices, or inquiries from vendors, employees or others.

Enters financial information into computer systems in order to process transactions and update records: performs routine posting and account maintenance functions; enters debits, credits, transfers, and adjustments; responds to requests for account information; and runs and submits related reports as requested or required.

Performs customer service functions: answers telephone calls, greets visitors, and assists individuals; provides information/assistance regarding department services, activities, procedures, documentation, fees, or other issues; distributes, processes, and/or assists customers with completion of various forms/documentation; responds to routine questions/complaints; and initiates problem resolution.

Performs general clerical and administrative tasks: types documents; makes copies; sends/receives faxes; processes incoming/outgoing mail; maintains office supplies and equipment; assists with audits by researching records and providing documentation; and retains and purges financial documents according to records retention regulations.

Performs other related duties as required.

## Minimum Qualifications

High School Diploma or GED required; supplemented by two years of experience in bookkeeping, customer service, or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

## Performance Aptitudes

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## ADA Compliance

*In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

*DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice. (Created July 2019)*