



County of Calhoun

Accounting Technician

Job Description

Job Title: Accounting Technician
Department: 100 - Administration
FLSA Status: Non-Exempt
Prepared Date: Jan 2023
Approved By: HR
Approved Date: April 27, 2023

Summary

Assists the Finance Department with accounting and administrative duties.

Essential Duties and Responsibilities

The duties outlined below represent the majority of responsibilities required to execute this position. Other duties may be assigned related to this type of work as necessary.

- Performs appropriate bookkeeping/cashiering/purchasing functions in the preparation, classification, coding, recording, and/or processing a variety of accounting documents by examining invoices, travel expense claims, vouchers, and purchase orders, prior to the payment, the purchase of goods/services, to determine the propriety of the expenditure; checking mathematical extensions on invoices; comparing invoice prices to purchase order or contract prices; comparing units invoiced to units received; charging the appropriate account; processing of accounts payable payment to the proper vendor.
- Assists with departmental administration by performing general clerical functions including maintaining files, sorting records and proofreading documents, preparing standardized forms or form letters, composing basic correspondence, operating standard office equipment, processing incoming or outgoing correspondence, verifying appropriate signatures and authorizations, assigning and verifying coding, preparing, editing, and maintaining a variety of online, imaged, and paper records of transactions, auditing financial records kept in other departments, such as supporting documentation for P-Card purchases, and preparing spreadsheets as needed.
- Prepares and maintains records reflecting acquisition cost, location, physical description, purchase date, depreciation charges, book value, and other pertinent data on capital assets and controlled assets by assembling data regarding those acquisitions and maintaining a complete and timely filing system.
- Prepares account reconciliations and assists with bank deposits as needed.
- Promotes a positive and professional image of the department by being knowledgeable about various County policies and procedures, and departmental policies and procedures, answering questions asked by staff, vendors, or others doing business with the department or County, and referring questions or issues beyond the scope of the job to an appropriate administrator.
- Contributes to the overall success of the Division of Financial Services by performing other essential duties and responsibilities as assigned, maintaining high levels of accuracy, maintaining a professional demeanor and appropriate levels of confidentiality, and providing excellent customer service.

Supervisory Responsibilities

This job has no supervisory responsibilities.

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.

Education and/or Experience

Associate's degree (A. A.) or equivalent from two-year College or technical school; or one year related experience and/or training in bookkeeping/accounting or similar area; or equivalent combination of education and experience.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with customers or employees of organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

Microsoft Office Proficient especially Word and Excel.

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 frequently required to sit. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds.

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 noise level in the work environment is usually quiet.

This job description does not constitute an employment agreement between the County and the employee and is subject to change by the County as its needs and requirements of the job change.