



Logan County

Job Description

Title:	Accounting Technician II	Grade: 13
Division:	Administration	Effective Date: 1/1/19
Department:	Finance/Accounting	Last Revised: 1/1/22

GENERAL PURPOSE

Performs a variety of **working level accounting and complex clerical duties** as needed to expedite the day-to-day processing of the Finance department. Performs a variety of duties including accounts receivable, accounts payable, general ledger, fixed asset tracking, budget and customer service. Follows procedures as defined by county policies.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Finance Budget Officer. May be supervised by the Accounting Assistant in the absence of the Finance Budget Officer.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

The following duty statements are illustrative of the essential functions of the job and do not include other nonessential or marginal duties that may be required. The County reserves the right to modify or change the duties or essential functions of this job at any time.

Financial Functions: Assists with the accounting functions necessary to process, record and report transactions for various funds, in accordance with established financial accounting and reimbursement standards and requirements

Receives and verifies for accuracy invoices and claims for payment; determines current status of billings and invoices as paid or unpaid by comparing with vendor reports; assures proper coding for payment; enters invoice information; compares invoices with purchase orders and reconciles the same; makes adjustments in account entries to balance purchase orders with actual expenditures; distributes departmental monthly expense and revenue reports.

Maintains vendor records utilizing computerized system; updates vendor information, addresses, and 1099 information as needed. Produces and issues 1099 forms as required per IRS regulations.

Initiates purchase orders and assures compliance with procurement policies and practices; receives and enters purchase order information.

Collects departmental revenues and verifies for accuracy; posts receipts to proper accounts; monitors account activity and prepares agency/department reports as needed; prepares deposits for County Treasurer.

Conducts account research; assures proper posting to maintain data accuracy; maintains effective customer relations and performs customer service daily.

Participates in the review, interpretation and preparation of various monthly, quarterly or annual financial reports; utilize customized spreadsheets for special revenue/expenditure tracking; examines and verifies revenues and expenses to ensure countywide compliance to established budgets; monitors fund and account balance.

May assist with Reconciling individual checking accounts to ensure financial compliance and records in the county financial system.

Monitors outstanding checks and follows up on any that are outstanding.

Budget: Participates in the preparation of the annual budget; gathers budget detail from various records; may assist departments in the review and analysis of budget details. Assists with completion of the annual budget document.

Fixed Asset Management: May assist to maintain fixed asset inventory into database or spreadsheet records; performs fixed asset accounting; conducts physical inventory of County assets annually or as needed; determines life of equipment for depreciation purposes and prepares annual depreciation report.

Annual Audit: Assist with the annual audit review. Works closely with the Department Supervisor to finalize prior year accounting in preparation of the auditing firm. Provides information to the auditors on location as needed.

General Clerical Functions: Performs various clerical and general office duties; assists with record keeping, filing, typing, etc.; greets the public and provide customer service; performs general research on accounts to resolve problems and discrepancies. Responds to public information requests.

Performs related duties as required by the Department Supervisor.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school or GED;
AND
- B. Two (2) years of responsible experience related to above duties; preferably in governmental accounting;
OR
- C. An equivalent combination of education or experience.

2. Knowledge, Skills, and Abilities:

Working knowledge of general office maintenance and practices; computer accounting applications and various software programs (MS Word, Excel, Power Point); operation of standard office equipment; mathematics and advanced accounting; interpersonal communication skills and telephone etiquette; public relations.

Some knowledge of generally accepted government accounting principles practices and procedures (GAAFR, GAAP, GASB, modified accrual accounting); debits and credits; internal control principles and methods of application; basic budgeting, accounting and related statistical procedures; various revenue sources available to local governments including state and federal sources.

Skill in the operation of PC Computer, calculator, fax machine, copy machine, telephone.

Ability to resolve basic routine accounting problems and make standard adjustments; operate various types of standard office equipment such as typewriter, 10 key calculator, keyboard, etc.; operate personal computer (windows) in utilizing various programs (MS Word, Excel, etc.) to produce or compose formal documents, reports and records; communicate effectively verbally and in writing; develop effective working relationships with executive management, elected officials, supervisors, fellow employees, and the public.

Ability to adapt well to change and to commit to County policy of continuous improvement.

Ability to communicate, both verbally and in writing, and organize thoughts and tasks well.

Special Qualifications: None.

3. Work Environment:

Typical office setting with typical climate controls. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, which do not generally require muscular strain. Job functions normally require talking, hearing and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)