



Logan County

Job Description

Title:	Accounting Technician III	Grade: 15
Division:	Administration	Effective Date: 1/1/19
Department:	Finance/Accounting	Last Revised: 1/1/2022

GENERAL PURPOSE

Performs a variety of **full performance routine accounting, general administrative 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 Assistant Finance Manager in the absence of the Finance Budget Officer.

SUPERVISION EXERCISED

May provide close to general supervision to Accounting Technician II while in training or on a project-by-project basis.

ESSENTIAL FUNCTIONS

Financial: 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.

Initiate 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.

Participate 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 balances.

Reconciles 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: Maintains 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.

Grant Management: Assists Department Supervisor with grant management. Tracks revenues and expenses to ensure grant requirements are followed. Maintains copies of all necessary information for reimbursement.

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; plus, specialized training in basic bookkeeping or accounting;

AND

B. Three (3) 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.

3. Special Qualifications:

None.

4. 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)