ACCOUNTING TECHNICIAN

FLSA Status: Non-Exempt

General Definition of Work:
Performs intermediate skilled administrative support work preparing and maintaining financial records, entering, verifying data, processing accounts payable, accounts receivable, and other financial accounts, preparing reports; does related work as required. Work is performed under the limited supervision of the Finance Director.

Essential Functions/Typical Tasks:
Processing accounts payable and accounts receivable; resolves discrepancies; maintaining records and files; preparing reports.
(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Manages and maintains accounts payables; receives, reviews and processes invoices for payment; reviews and verifies departmental expenditures; prepares and mails checks; reviews and obtains necessary signatures; verifies documents for accuracy and completeness.
- Works with vendors to resolve discrepancies and reconcile accounts.
- Enters approved appropriations into the computer system.
- Maintains and prepares a variety of records and files; prepares a variety of financial and statistical reports, and other types of correspondence.
- Prepares accounts receivable billings; receipts and codes accounts receivable checks.
- Assists with the Solid Waste Management Program; prepares and updates spreadsheets for the SWM relief program; receives and responds to citizen questions in person and via the phone.
- Performs special assignments as directed by the Finance Director or Deputy County Administrator/Chief Financial Officer.
- Serves as back up to the Administrative Assistant I on a daily basis.
- Performs related tasks as required.

Knowledge, Skills and Abilities:
General knowledge of accounting terminology, methods, procedures and equipment; thorough knowledge of bookkeeping terminology, methods, procedures and equipment; thorough knowledge of standard office procedures and practices; thorough knowledge in the use of standard office equipment, computer and associated software (e.g. Microsoft Office Professional); thorough knowledge in preparing a variety of financial and statistical reports and other types of correspondence; ability to make arithmetic computations; ability to compute rates, ratios and percentages; ability to understand and apply governmental accounting standards in maintenance of financial records; ability to understand and follow oral and written directions; ability to follow work procedures; ability to post accounts and to perform mathematical computations with speed and accuracy; ability to communicate both orally and in writing; ability to meet deadlines; ability to prepare complete and accurate reports from various accounting data; ability to establish and maintain effective working relationships with department heads, associates, State agency representatives, vendors, auditors and the general public.

Education and Experience:
Any combination of education and experience equivalent to graduation from high school and moderate experience involving the maintenance of financial records.

Physical Requirements:
This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements:
Possession of a driver’s license valid in the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.