

TITLE: Accounting Technician

FIN/7-206

DEPARTMENT: Finance, Fayette County

**JOB SUMMARY:** This position is responsible for performing the daily financial transactions of the department, including reconciliation of these transactions. This position also maintains the supplies and repairs and maintenance required for the office equipment.

**MAJOR DUTIES:**

- o Processes invoices; reviews vendor statements; matches purchase orders with invoices; prints checks and prepares for mailing, and other tasks related to the Accounts Payables process.
- o Maintain vendor files, W-9s and purging old vendor files in a timely manner.
- o Bank files maintained to prevent fraud. Accounts Payable files sent to bank for verification.
- o Review and maintain outstanding check register.
- o Monthly reconciliation of bank statements with General Ledger.
- o Prepares 1099 tax forms for vendors and submits reports to the IRS.
- o Responsible for reviewing documentation and preparation of the wire authorization forms and associated journal entries related to wire transfers - such as sewage collection.
- o Maintain County motor pool including activity log, reservations, issues, and maintenance requests.
- o Process utility drafts and reconciles the liability accounts in the general ledger for each utility.
- o Accepts and reviews travel requests and associated documentation to ensure compliance with County's travel policy and Federal guidelines.
- o Processes Fuel billing, Repair billing and Water System labor for Fleet Maintenance. Processes Jail billing to Municipalities.
- o Issues Occupation Tax Certificates.
  - Assists with renewals December of each year.
  - Reports to State through BOTSS.
  - Complies with Immigration, SAVE and E-Verify regulations.

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- o Issues petty cash.
- o Greets the General Public conducting business with Finance.
- o Assists in answering the Finance main phone line.
- o Collects daily reports and funds from various departments; Posts all receipts.
- o Prepares daily bank deposit.
- o Updates to Channel 23 postings.
- o Develop and update procedures for all processes in Finance.
- o Maintains office supplies as well as supplies and maintenance for the office equipment, as well as office maintenance work orders for Building & Grounds.
- o Delete scanned files and maintains accurate files on the Finance server, as well as the appropriate hard copy files.
- o Maintains daily postage machine reading for all departments; uploads funds to meter as needed; sorts and distributes incoming mail and use the County postage machine.
- o Assists in the annual budget process.
- o Prepares regular and special financial reports.
- o Performs other related duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of governmental accounting practices.
- o Knowledge of computers and job related software programs, including Microsoft Office Suite, specifically Excel.
- o Skill to analyze issues and problems related to computer programs and work with vendor to resolve issues.
- o Skill in public and interpersonal relations.

- o Skill in researching and preparing reports.
- o Skill to identify issues related to General Ledger reconciliations versus prepared reporting.
- o Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The Accounting Supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include county personnel policies, the County Ordinances, Generally Accepted Accounting Principles, Accounting and Auditing Standards, Government Finance Officers Association recommendations, and Federal and State Laws and Regulations. These guidelines require some interpretation in application.

**COMPLEXITY:** The work consists of related accounting duties. Work includes the ability to review transactions and General Ledger items and determine discrepancies and out-of-the-ordinary items. Strict regulations and the need for accuracy contribute to the complexity of the position, as well as critical thinking.

**SCOPE AND EFFECT:** The purpose of this position is to participate in the department's daily financial transactions and the preparation of the required monthly reports. Success in this position contributes to the efficiency of department operations as well as year-end audit reporting.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, outside auditors, vendors, and members of the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information, resolve problems, and provide services.

**PHYSICAL DEMANDS:** The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects.

**WORK ENVIRONMENT:** The work is typically performed in an office.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

**SPECIAL CERTIFICATIONS AND LICENSES:** Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of

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Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

**ADA COMPLIANCE:** Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

**HIPAA COMPLIANCE:** The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

**DRUG AND ALCOHOL COMPLIANCE:** In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

#### MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- o Knowledge and ability to review and process information.

HIPAA