

TITLE: Senior Accounting Technician

FIN/10-204

DEPARTMENT: Finance, Fayette County

JOB SUMMARY: This position is responsible for performing the daily financial transactions, preparing computerized reports and maintaining all necessary supporting documentation for record retention by the department. This position is also responsible for helping the Accounting Technicians as needed.

MAJOR DUTIES:

- o Reconciles cash, investment and proprietary bank accounts. Responsible for Daily bank reviews for fraud, adequate balances, items to be provided to staff to record items such as returned checks, ACH's or payroll items, utility drafts, ACH credits and debits.
- o Responsible for Wires and Transfers and associated journal entries –sewage collections.
- o Makes necessary journal entries to record account activity, including interest, service charges, and adjustments.
- o Performs the reconciliation and accounting functions of the general ledger.
- o Provides information and schedules to auditors, as needed.
- o Maintains County Purchasing Card records, including orders, cancellations, limit changes, reports, journals, online access and reporting.
- o Maintains the County P-Card records, including orders, cancellations, limit changes, reports, journals, online access and reporting.
- o Assists in the processing of departmental budget requests; assists in the annual budget process.
- o Assists with issuing Occupational Tax Certificates and Golf Cart Registrations, as well as the annual mailing and notices. This includes any online processing.
- o Automates processes such as Occupational Tax Certificates and Purchasing Card Processing Module.
- o Posts journals for postage, utilities, sewage transfers, insurance, EMS returns, payroll deductions, SPLOST credits and other related tasks. Verifies and reconciles entries in the general ledger.
- o Responsible for reviewing travel requests and associated documentation.
- o Processes Utility drafts and reconciles the liability accounts in the general ledger for each utility.

- o Loads postage on postage machine and prepares associated journals.
- o Identifies and resolves any issues with accounting transactions associated with different or unusual situations.
- o Tracks records pertaining to Gov Deals transactions through Purchasing. Reconciles the payable accounts for Gov Deals and State Taxes collections.
- o Requests work orders through IT and Facilities.
- o Processes updates for Channel 23.
- o Assists with Open Records Requests.
- o Handles copier reading and arranging for repairs.
- o Deletes scanned files.
- o Preparation for MUNIS backup files.
- o Assists with other customer service tasks as needed such as issuing receipts, answering Finance main phone line, issues vehicles and reservations and repair issues, issuing petty cash and panic button testing.
- o Assists in the timely and accurate completion of annual reports required by governmental entities such as the SAVE renewal and E-Verify.
- o Assists with year-end close, audit schedules for year-end audit, and CAFR schedules and documents in a timely and accurate manner.
- o Notifies management of situations, problems and changes in processing.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of governmental accounting practices.
- o Knowledge of governmental budget development procedures.
- o Knowledge of computers and job related software programs, to include Microsoft's Office Suite.
- o Knowledge and skills of banking procedures.

- o Skill in interpreting complex information and the ability to convey it to others in an accurate, complete and understandable manner.
- o Skill in public and interpersonal relations.
- o Skill in researching and preparing reports.
- o Skill in effective oral and written communication.
- o Skill in prioritizing and multi-tasking.

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

GUIDELINES: Guidelines include county personnel policies, the county code, Generally Accepted Accounting Principles, Generally Accepted Audit Standards, Government Finance Officers Association recommendations, accounting and auditing standards and state and federal laws and regulations. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY: The work consists of varied accounting duties. Strict regulations and the need for accuracy contribute to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to monitor assigned funds and tasks. Success in this position contributes to the efficiency of department operations.

PERSONAL CONTACTS: Contacts are typically with co-workers, outside auditors, vendors, outside agencies 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 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 thoroughly understand the principles of accounting relevant to the duties of the position, usually interpreted to require two to three years of related experience.
- o Prefer an Associate or Bachelor degree in Accounting, Finance or related field. Knowledge of computers and related software applications for word processing and spreadsheet analysis.