

## ACCOUNTING TECHNICIAN III

GRADE 27

FLSA Status: Non-Exempt

### **GENERAL DEFINITION OF WORK:**

Performs difficult paraprofessional work maintaining a variety of accounting records and preparing financial reports; does related work as required. Work is performed under general supervision.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

#### **Preparing and processing accounts payable, accounts receivable, revenue, budget action forms and other financial records and files; preparing and maintaining computerized records system.**

(These 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.)

- Performs technical professional accounts management activities.
- Generates standard financial reports and statements detailing account changes, modifications and breakdowns.
- Reviews edit reports and analyzes relevance and usefulness of account data.
- Reconciles accounting records, ensuring program compliance.
- Prepares journal vouchers for review and approval in order to post account revenues or expenditures and/or adjustment entries to correct errors or to balance accounts/pay records.
- Tracks and analyzes recurring adjustment problems; determines the source of processing deficiencies; and recommends corrective procedures.
- Examines and processes documents, records and accounting reports to ensure conformance with new and existing operating procedures and regulations.
- Researches and references non-routine problems and questions related to processing and reporting accounting information to appropriate resources within either the Finance or the Treasurer's Office.
- Performs internal and external liaison duties to accurately process accounts, resolve problems and provide information.
- Identifies financial programmatic discrepancies and develops recommendations for resolution.
- Participates in decision-making sessions with senior departmental staff and program managers on regulatory requirements, financial policies, the interpretation of data, and program improvements
- Assists in the development of new or in the revision of existing account procedural instructions.
- Analyzes trends or anomalies in accounting system transactions and identifies their potential impact to assigned programs.
- Prepares and monitors a variety of budget and financial transactions and statements.
- Prepares analyses of financial statements and reports and makes recommendations resulting from the analyses.
- Performs accounting analysis of receipt and financial reports; reconciles tax receivables against the financial system.
- Prepares records for the disbursement of funds to State, regional, metropolitan, or other grant-funded accounts.
- Participates in the preparation of the financial reports.
- Prepares and coordinates schedules providing financial summary of operations for the County
- Makes adjustments to accounts as needed per reconciliation; researches/analyzes property liens as received
- Drafts and reviews correspondence/reports addressing various inquiries concerning policy or procedural issues and/or problems and complaints from varied persons.
- Coordinates balancing of suspense accounts and other accounting activities with other departments and agencies.
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of generally accepted governmental accounting procedures; thorough knowledge of bookkeeping terminology, methods, procedures and equipment; general knowledge of standard office procedures, practices and equipment; ability to understand and follow oral and written directions; ability to post accounts and to perform mathematical computations with speed and accuracy; ability to establish and follow detailed work procedures; ability to establish and maintain effective working relationships with associates, vendors and the general public.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from an accredited community college with a Bachelor's degree in business administration, public administration or a related field from an accredited college or university with a minimum of 12 course hours in accounting and a working understanding of related subjects such as economics, statistics, finance, etc., and their relationship to accounting. Minimum of five years experience.

### **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, 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

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surroundings and activities; the worker is not subject to adverse environmental conditions.

**SPECIAL REQUIREMENTS:**

None

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