

Classification Title: Accounting Technician

FLSA Status: Non-Exempt

BRIEF DESCRIPTION: Performs a variety of complex accounting tasks to maintain accounts and records and monitor and approve paperwork. Processes payments and claims, journal entries, resolves questions and/or researches issues, and reconciles data.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Maintains data and supporting records of receipts, expenditures and balances of accounts. Assists in general accounting duties, billing, collections and customer support for a variety of functions, which could include insurance billings, property tax collections, employee timesheet reconciliation or court-ordered collections.
2	S	Researches information on accounts or questions regarding accounts and furnishes data on payments, account history and any balances or refunds due. May approve payment arrangements.
3	S	Prepares and processes invoices and claim payments. Generates verification of payments. Posts payments to appropriate accounts and may report information to other departments or agencies. Balances monies received and provides for deposit of funds. Prepares reports and reconciles data and cash drawers, if applicable.
4	S	Provides information to taxpayers or vendors. Researches and resolves problems that may prevent prompt payments. Provides data on payments made or processed.

CLASSIFICATION REQUIREMENTS:

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Education	Associate’s degree in Accounting, Business Administration, Finance or related field.
Experience	Two years of experience in a clerical-accounting function.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	None
Reading	Intermediate
Math	Intermediate
Writing	Intermediate
Managerial	Receives General Direction.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Interpersonal / Human Relations Skills	Work requires regular contact with individuals and may require providing advice to others on specific issues and/or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Calculators, copier, computers, printers and related software

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

- (1) N/A
- (2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

None