

Accounting Technician

Dept/Div: Finance

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate technical work processing payroll, financial and accounting transactions, and related work as apparent or assigned. Work is performed under the limited supervision of the Finance Director.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Provides excellent service, which is responsive and respects confidentiality. Helps to develop and maintain effective and efficient processes and practices.
- Reviews and processes account payable invoices for payment.
- Prepares and processes payroll on a bi-weekly schedule including review and reconciliation of various components related to employee payroll, deductions, and benefit programs.
- Processes bank deposits and balances accounts.
- May apply Housing Assistance Payments and follow up to collect remaining amounts due to agency.
- Performs month end closing and reporting of Housing Department programs and accounts payable.
- Performs as backup for the closing and reporting of Accounts Receivable.
- Processes and prepares journal entries.
- File periodic returns and reports related to payroll, sales, and other tax related filings.
- Researches issues on billings and investigates as needed.
- Prepares checks, when necessary, and has checks signed and mailed.
- Assists in the financial and accounting record keeping.
- Personnel file record keeping in Onbase.

Knowledge, Skills and Abilities

Knowledge of generally accepted accounting procedures; thorough knowledge of State and Federal quarterly payroll forms; general 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 perform mathematical computations with speed and accuracy; ability to 10-key accurately at a reasonable rate of speed; ability to establish and maintain effective working relationships with vendors, associates and the general public.

Education and Experience

Associates Degree and considerable experience in maintaining payroll and financial records and accounting transactions, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms, frequently requires repetitive motions and occasionally requires standing, walking, pushing or pulling and lifting; work has standard vision requirements; 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; work

requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license.

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