



## GRAND TRAVERSE COUNTY, MI ACCOUNTING TECHNICIAN JOB DESCRIPTION

<b>Title:</b>	<b>Accounting Technician</b>
<b>GENERAL SUMMARY</b>	
<p>Primary functions of the job are to independently perform standard and varied para-professional accounting functions, either for a county-wide function (Finance Department, Treasurer's Office, County Clerk Department) or a large independent department (such as Court or Health departments). Work involves accounting functions and/or review of internal control procedures. Employees in this job have no formal supervisory role, however, may train, guide, or lead employees in the designated work unit. Employees work as part of a team and are responsible for ensuring that the team meets its objectives.</p> <p>Employees must meet the minimum requirements, conditions of employment, and be able to perform successfully all essential duties and responsibilities with or without reasonable accommodations.</p> <p>The employee may be required to travel in his or her own vehicle.</p>	
<b>PRIMARY DUTIES AND RESPONSIBILITIES</b> (may include but are not limited to the following)	
<ul style="list-style-type: none"><li>• Performs routine general accounting activities, including collecting, interpreting, and analyzing financial data; performing account reconciliations; and preparing a variety of financial reports.</li><li>• Reviews, verifies, and posts account transactions to journals, ledgers, and other applicable records. May also prepare and record adjusting and closing journal entries.</li><li>• Assists with compiling, analyzing, and reconciling financial and other information for a variety of department activities, such as participating in year-end financial closing activities; resolving issues that may result from changes to established policies, procedures, or conditions; locating individuals, businesses, or other applicable parties who owe or are due money.</li><li>• Processes a variety of both routine and complex financial forms, documents, payments, adjustments, requests, and information.</li><li>• Provides customer service, including delivery of accurate, prompt, and courteous assistance on established policies, guidelines, and standard practices to internal and external customers, both verbally and in writing.</li><li>• Creates and maintains a variety of spreadsheets, logs and databases.</li><li>• Performs a variety of specialized research and reviews regarding accounts in assigned area of responsibility and resolves related discrepancies or erroneous data.</li><li>• Monitors department budget activity, and identifies and reports potential budget and variances at an early stage.</li><li>• Sorts, files, and maintains materials and filing systems (paper, computer or imaging), retrieves file materials, and keeps a record of file movement.</li><li>• Monitors and maintains appropriate levels of supplies and inventory for assigned area of responsibility.</li><li>• Performs a variety of routine clerical activities in support of departmental operations and activities.</li></ul>	



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### **EDUCATION, FORMAL TRAINING, AND EXPERIENCE** (minimum requirements)

- Associate's Degree in Accounting or related field
- Two to four years of directly related accounting experience
- May substitute a bachelor's degree for two years of experience

### **CERTIFICATIONS, LICENSES** (minimum requirements)

May require a valid driver's license and personal vehicle insurance and must maintain eligibility to drive as per the County's Vehicle policy.

### **CONDITIONS OF EMPLOYMENT** (minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

### **DISTINGUISHING CHARACTERISTICS**

Work involves evaluating the relevance and importance of theories, concepts, and principles to develop different approaches or tactical plans to fit specific circumstances where guidelines may not exist, but are flexible and open to considerable interpretation. Analytic skills are needed to interpret and apply guidelines. Errors at this level could lead to serious, long-term consequences involving substantial financial costs, significantly reduced service to the public, and/or negative media reaction. Errors may affect others outside of the department and may require intervention of an agency head to resolve.

Compared to the Account Clerk Specialist classification, this job requires a higher level of accounting knowledge/experience, and work is performed in a County wide central office or supports a professional job in a large, independent department.

### **PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS**

- Work is performed in an office environment
- May be required to reach with hands and arms; sit; stand; talk and hear; use hands to finger, handle, or feel
- May be required to lift/move up to 50 pounds (such as a box of paper)

### **KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES** (minimum requirements)

- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Knowledge of generally accepted accounting principles, terminology, procedures, theory, and practices.
- Specialized knowledge related to the department or function, such as tax law, medical billing, payroll, etc.
- Skill in operation of modern office equipment such as personal computer, facsimile, copiers, and telephones



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- Skill in use of personal computer software, including spreadsheet development and word processing
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Skilled in researching and resolving problems in order to ensure compliance
- Analytical and organizational skills necessary to perform accounting duties
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to explain established policies and processes in layman's terms
- Ability to accurately organize and maintain paper documents and electronic files
- Ability to maintain the confidentiality of information and professional boundaries
- Ability to use County resources effectively and efficiently