

## Macon-Bibb County

<b>POST DATES: 12/15/14 until Filled</b>	<b>EEOC CODE:</b>	<b>CLASS CODE:</b>
<b>CLASSIFICATION TITLE: ACCOUNTING TECHNICIAN</b>		
<b>JOB CLASS (GRADE): 15</b>		<b>HOURLY RATE: \$13.45</b>
<b>WORK WEEK: M – F</b>		<b>WORK HOURS: 8:30 am – 5:30 pm</b>
<b>DEPARTMENT: Finance</b>		
<b>DEPT. HEAD: Christy Iulicci</b>	<b>(X) REPLACEMENT</b>	<b>( ) NEW REQUIREMENT</b>

**SUMMARY:**

The Accounting Technician is responsible for maintaining and reporting financial accounting data, including maintenance of appropriate accounts, ledgers, journals, registers, and other financial records; reconciliation of various financial statements and documents; processing of various transactions for payment of invoices or expense vouchers; and the preparation of routine or standard reports concerning financial operations and data.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty 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 essential functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Signs off on daily deposit entries; maintains a petty cash fund; processes travel advances, travel reimbursements, travel expense report review-approval, cash bonds, and daily balancing monitor; and reconciles deferred compensation activity.
- Prepares monthly and quarterly entries for billings; monitors accounts receivable for any applicable billings.
- Reviews daily voucher checks and support documentation for posting to the correct department; performs pre-audit of requisitions; maintains capital outlay spreadsheet and reconciles capital outlay contingency; monitors temporary services expenditures; maintains workers compensation spreadsheets.
- Obtains reports, calculates payments, and posts entries; bills to outside agencies; maintains cash flow spreadsheet of activity; compares payroll to personnel; calculates distribution of activity to trust.
- Reviews and posts general journal entries.
- Receives, verifies, and prepares deposits for daily revenue from mail, departments, and the public.
- Prepares and modifies accounting deposit forms as needed, as well as other forms as needed.
- Handles initial collection efforts on General Accounts Receivable and Street Repair Accounts Receivable, including telephone calls, letters, and transfer to Collection Company.
- Prepares and monitors annual billing for Right-of Way-Permit Fees, 800 MHz Tower Rental, E-911, and others that arise.
- Coordinates with County banking institution on returned checks, deposit item clarifications, and electronic receipts.

- Handles filing and archiving of cash receipt forms, does account review, and prepares spreadsheets in relation as needed.
- Performs other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

The Accounting Technician must be knowledgeable of the following principles, procedures, and concepts:

- Knowledge of the principles and practices of local government administration.
- Knowledge and ability to interpret applicable Federal and State Laws and regulations.
- Knowledge of accounting and bookkeeping principles.
- Knowledge of methods and techniques of research, statistical analysis, and report preparation.
- Proficiency with the use of personal computers and word processing and database programs, including the Microsoft Office Suite, the Windows NT network, and internet and e-mail services.
- Ability to plan, coordinate, and organize work; set priorities and meet critical deadlines
- Ability to communicate effectively both orally and in writing.
- Ability to maintain effective working relationships with other employees, elected officials, private organizations, and the general public.

**MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:**

Qualified candidates will have an Associate’s Degree in Accounting or Business Administration; Bachelor’s Degree in Accounting, Business Administration, or related field is preferred; three (3) years of administrative support or experience working in an office environment; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to successfully perform the duties and responsibilities of the position.

**NECESSARY SPECIAL REQUIREMENTS:**

- Must pass the ADVANCED level of the Macon-Bibb County skills test.
- Possession of a valid Georgia Motor Vehicle Operator’s License.

**SUPERVISORY CONTROL AND RESPONSIBILITIES:**

None

**TRAVEL:**

The Accounting Technician is required to travel infrequently.

If you feel you qualify for the above position, you may obtain an Application at the Human Resources Department. Once completed, the application should be returned to the Human Resources Department with a resume, educational history and 2 letters of Professional Recommendation. Applicants who are not selected to fill the position will be notified by mail. Position openings are to remain posted for at least seven (7) working days before the position is filled so that all applicants qualified for the position will have an opportunity to apply.

***AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER***