



CLASS SPECIFICATION

Class Title: Accounting Technician I
Department: County-wide
FLSA: Non-exempt

Class Code: 3335
Grade: 12
Eff. Date: 01/01/1982
Revised: 04/23/2010

GENERAL PURPOSE

Under close supervision of an administrative supervisor, performs entry level technical accounting and bookkeeping work for Davis County.

EXAMPLE OF DUTIES

Performs billing, checking, correcting, posting, and updating of client or vendor accounts/records.

Performs computer data entry. Requests documents through an automated system or prepares manual documents as necessary.

Balances cash on hand against receipts; prepares and balances deposits; maintains appropriate spreadsheets. Receipts and reconciles client, customer and third party accounts; balances financial records and performs bookkeeping functions.

Updates and maintains filing system and records; compiles monthly, quarterly, and annual statistical reports.

Performs clerical support duties including general typing and filing, receives phone calls and answers questions, transfers calls, or takes messages; orders necessary supplies.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

High school graduation and one (1) year of full-time experience in accounting or bookkeeping; or an acceptable equivalent combination of education and experience.

Career Ladder: This position is part of a career ladder job series. An incumbent may be eligible for career ladder advancement to Accounting Technician II on his or her eligibility date after meeting the minimum requirements for the position and upon supervisor's recommendation and Administrative Officer concurrence.

DCSO: An employee must be in good standing with the Sheriff's Office, including no disciplinary actions greater than a coach and counsel within the last 12 months.

2. Special Qualifications:

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. Necessary Knowledge, Skills and Abilities:

Knowledge of: basic accounting and bookkeeping principles; business arithmetic, spelling, filing, and general office practices and procedures; department and county policies and procedures.

Skill in: operating computer hardware and software applications including Microsoft Excel and Word; operating a ten-key calculator; typing 40 wpm (net) as required by the position.

Ability to: balance and reconcile statements; perform simple mathematical computations rapidly and accurately; operate computer hardware and applicable software applications; operate a ten-key calculator with accuracy; operate standard office equipment including a multi-line telephone, fax machine, and copier; follow written and oral instructions; communicate effectively (orally and in writing); establish and maintain effective working relationships with supervisors, other employees/departments and the general public.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.***