



CLASS SPECIFICATION

Class Title: Accounting Technician III
Department: County-Wide
FLSA: Non-exempt

Class Code: 3345
Grade: 16
Eff. Date: 12/20/1993
Revised: 02/26/2007

GENERAL PURPOSE

Under general supervision of an administrative supervisor, performs complex clerical and technical accounting and bookkeeping duties.

EXAMPLE OF DUTIES

Compares expenditures with budget appropriations; records bookkeeping entries against department accounts payable and receivable; posts disbursements and receipts; develops and maintains records of departmental accounts; computes periodic billings and accounts; records payments received; reviews and reconciles complex and detailed account statements, including bank statements; prepares budgetary reports, insurance reports, and other supportive reports; prepares and submits invoices and purchase orders.

May be assigned to perform lead worker duties and assist with supervisory duties. Performs a variety of complex clerical and accounting functions including preparing, typing, and compiling reports and billings, establishing filing systems and various receipt and expenditure ledgers.

May perform payroll and bookkeeping duties for several divisions within the department; may be responsible for processing and maintaining Personnel Actions and other employee records.

Enters and edits data assuring completeness and accuracy; creates and maintains a variety of spreadsheets; compiles and organizes financial data and statistics related to various financial reports; recommends modifications to data processing system; assists in enhancing and developing software; establishes filing systems and various receipt and expenditure ledgers.

Communicates with the Clerk/Auditor department for purposes of modifying accounting and bookkeeping systems. Works with vendors and customers as required. Assists other Accounting Technicians in completing forms; answers questions. Designs and improves financial report formats and accounting processes.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from high school plus four (4) years of full-time progressively responsible experience in bookkeeping, accounting, or payroll, two (2) years of which must have been performed in the capacity of an Accounting Technician II or equivalent position; an acceptable combination of education and experience may be considered.

Career Ladder: This position is part of a career ladder job series. An incumbent may be eligible



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for career ladder advancement to Accounting Technician III 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: County financial policies, procedures, and practices; modern computerized office practices and procedures; accounting and bookkeeping practices and procedures.

Skill in: typing 40 wpm net as required by the position; the operation of a ten-key machine or calculator; using all applicable computer hardware and software including Microsoft Excel and Word.

Ability to: oversee and assign the work of others; perform complex mathematical computations rapidly and accurately; promote a team concept within the department and with other County departments; follow written and oral instructions; communicate effectively (orally and in writing); establish and maintain effective working relationships with supervisors, co-workers, 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.**