

SNOHOMISH COUNTY JOB DESCRIPTION

ACCOUNTING TECHNICIAN II

Spec No. 6006

BASIC FUNCTION

To perform complex and specialized accounting duties in an accounting subsystem such as accounts payable, accounts receivable, inventory, payroll or receipting.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Enters accounting related data on county records manually or on a computer terminal; sets up and maintains files and filing systems; retrieves information from files or terminal; proofs and corrects work entered; purges files of obsolete or incorrect information.
2. Assists employees of other departments, vendors, auditors and examiners by answering questions, explaining procedures, policies and schedules; locates information from county records and provides it to authorized parties as appropriate.

STATEMENT OF OTHER JOB DUTIES

3. Maintains necessary accounting related records and prepares required reports.
4. May perform all of the duties of an Accounting Technician I.

WHEN ASSIGNED TO ACCOUNTS PAYABLE:

STATEMENT OF ESSENTIAL DUTIES

1. Receives, verifies and processes accounts payable vouchers; verifies vouchers for such things as correct procedures and accuracy, vendor names, proper signatures, backup documentation and available funding; reviews due dates and the availability of discounts; determines the month and year in which to pay.
2. Maintains and updates tax and signature records as necessary; secures vendor numbers and reports address changes.
3. Distributes and cancels warrants.
4. Maintains accounts payable files.
5. Prepares payment vouchers and secures required signatures.

WHEN ASSIGNED TO ACCOUNTS RECEIVABLE

1. Prepares accounts receivable billings; collects billing data from various manual and automated sources; reviews and verifies data for correct procedures and accuracy; mails out bills.
2. Prepares and enters journal vouchers on county records manually or on a computer terminal.

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STATEMENT OF ESSENTIAL JOB DUTIES (continued)

WHEN ASSIGNED TO ACCOUNTS RECEIVABLE

3. Reconciles invoices to the automated financial system; balances accounts receivable records to other accounting records as required.

WHEN ASSIGNED TO INVENTORY CONTROL

1. Sets up and maintains inventory records; posts purchases and withdrawals to inventory cards, purchase records and journals; calculates markups and prices; recommends purchase quantities based on usage.
2. Compares inventory records with actual inventory by conducting periodic physical inventories; determines, corrects and reports discrepancies as necessary.
3. Prepares inventory purchase, withdrawal and turnover reports.

WHEN ASSIGNED TO DEPARTMENTAL PAYROLL

1. Reviews and audits employee time sheets; determines proper project and equipment allocations; reviews payroll codes, categories, calculations and comments for accuracy and completeness.
2. Maintains employee payroll records for such categories as sick leave, vacation, overtime and hours worked; records employee salary and history changes such as hours worked, promotions, position names and numbers on manual and automated systems.
3. Prepares and distributes various vacation and sick leave reports.

WHEN ASSIGNED TO RECEIPTING

1. Receives, processes and deposits cash receipts for accounts receivable and counter fees and sales; prepares treasurer's transmittals and bank deposits.
2. Posts receipts and invoices on accounts receivable and other manual and automated records; categorizes, balances and reconciles receipts and bank statements.
3. Prepares accounts receivable aging reports; calculates interest on past due accounts for billing purposes.

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STATEMENT OF OTHER JOB DUTIES

1. May make collection calls and write collection letters.
2. Reconcile bank statements.
3. May prepare payroll record changes for new employees, terminations, step increases, promotions and address changes.
4. May prepare departmental payroll authorizations.
5. Prepares tax reports and other accounting reports as required.
6. Performs related duties as required.

MINIMUM QUALIFICATIONS

An Associate of Arts degree in accounting, business administration or related field; OR, one (1) year of technical accounting experience. Work related experience may be substituted for the required education on the basis of one (1) year of experience equals two (2) years of education. Typing required 50 wpm may be required. 10-key by touch. Must pass job related tests.

SPECIAL REQUIREMENTS:

When assigned to work in the Corrections Department:

Candidates for employment must successfully pass a criminal history background investigation, a polygraph and psychological examination.

When assigned to work in the Department of Information Services:

Candidates for employment must successfully pass a criminal background investigation, which includes fingerprinting.

KNOWLEDGE AND ABILITIES

Knowledge of:

- specialized accounting principles and practices required by assigned subsystem;
- basic mathematics;
- standard office practices and procedures.

Ability to:

- type accurately;
- follow oral and written instructions;
- operate standard office equipment;
- make arithmetic calculations;

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- clearly explain policies, procedures and schedules;
- maintain necessary records and prepare required reports;
- communicate effectively orally;

KNOWLEDGE AND ABILITIES (continued)

- establish and maintain effective work relationships with superiors, associates, and the general public.
- maintain confidentiality of working information;
- concentrate on accuracy of details.

SUPERVISION

Employees receive general supervision from an administrative superior as assigned. Assignments are made indicating generally what is to be done, the quantity of work expected and any deadlines which are to be met. The employee carries out recurring assignments on his/her own initiative and receives additional, specific instructions for new or unusual assignments. Work may be spot-checked to ensure timely completion and accuracy.

WORKING CONDITIONS

The work is performed in the usual office environment.

When assigned to work in the Corrections Department:

The work is performed in a 24-hour, 7 day per week secure adult detention environment, and may be required to work evenings, weekends, holidays as necessary.

Class Established: 1980

Spec No. 740792

Revised: July 1987 and February 1993

Revised: June 2000; Updated June 2005

EEO Category: 3

Pay Grade: 310