

JOB TITLE: FINANCE TECHNICIAN

GRADE 13/ NONEXEMPT

DEPARTMENT: Board of Commissioners, Sumter County

JOB SUMMARY: This position is responsible for performing finance-related work of a skilled and responsible nature. Primary functions are data entry, accounts payable, payroll, accounts receivable. Cross-training in the aforementioned primary duties and other duties will be required.

MAJOR DUTIES:

- Cross-train with Finance Specialist for payroll, accounts payable, accounts receivable and other miscellaneous finance-related duties.
- Data-entry into the Sumter County financial software system.
- Filing
- Processes the county's payroll and maintains the payroll system.
- Receives and processes payroll detail from all county departments; reviews employee time records for accuracy and completeness, updates payroll records, manages payroll preparation, runs payroll checks, completes required reports, enters related data into computer, and maintains records.
- Prepares and processes federal and state tax deposits and reports as required.
- Prepares, processes, and maintains employee payroll deductions and prepares necessary garnishment-related invoices.
- Ensures compliance with state and federal regulations and county personnel policies and procedures.
- Prepares required payroll reports for accounting and management purposes; assists employees as needed.
- Receives checks, money, and related documentation and prepares deposit transactions.
- Codes and posts receipt of payments to appropriate funds and accounts in computerized financial system.
- Prepares, monitors, and oversees billing functions for reimbursement of funds due to the government, including reimbursements for expenses shared by circuit counties, including the Public Defender's Office.

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- Identifies and works to resolve potential receivable problems; follows up to ensure timely and accurate receipts.
- Establishes, maintains, and updates files, databases, and records; develops and maintains financial data; performs routine analyses and calculations for a variety of financial and reporting purposes.
- Sorts, reviews, distributes, and organizes all incoming and outgoing correspondence, ensuring timely acknowledgments.
- Maintains files and records of accounts receivable documents.
- Performs bookkeeping functions for governmental agencies with agreements with the county for such services; serves as liaison regarding correspondence for issues related to agency bookkeeping services.
- Performs other related duties as assigned by the Finance Director.
- Serves in the absence of the Finance Director when directed by the Finance Director for the purposes of reviewing Accounts Payable check proof report as submitted for check processing prior to the A/P check run.

**KNOWLEDGE REQUIRED BY THE POSITION:**

- Knowledge of Generally Accepted Accounting Practices.
- Knowledge of county purchasing and financial policies and procedures.
- Knowledge of governmental fund accounting and budgeting principles and procedures.
- Knowledge of a governmental chart of accounts structure.
- Knowledge of computerized systems for maintaining financial records.
- Knowledge of county and department personnel policies and procedures.
- Knowledge of data processing methods.
- Knowledge of relevant federal and state laws, rules, and regulations.
- Skill in maintaining accurate records, organizing data, and preparing reports.

- Skill in decision making.
- Skill in performing basic mathematical calculations.
- Skill in utilizing a calculator, typewriter, facsimile machine, copier, and computer, including spreadsheet software and a computerized accounting system.
- Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The Finance Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with established procedures, accuracy, and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include Generally Accepted Accounting Principles, relevant federal and state laws and regulations, and county and departmental policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

**COMPLEXITY:** The work consists of related financial and administrative duties. The need for accuracy and attention to details contribute to the complexity of the work.

**SCOPE AND EFFECT:** The purpose of this position is to process and maintain accurate financial, accounts payable, payroll and accounts receivable transactions or other assigned duties. Successful performance helps ensure the timely management of all assigned duties.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, other county employees, elected officials, department heads, employees of other governments and agencies, and the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give and exchange information and provide services.

**PHYSICAL DEMANDS:** The work is typically performed while sitting at a desk or table, standing, or stooping. The employee occasionally lifts light objects.

**WORK ENVIRONMENT:** The work is typically performed in an office.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

**MINIMUM QUALIFICATIONS:**

- Knowledge and level of competency commonly associated with completion of an associate degree in a course of study related to the occupational field.

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- Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

*Sumter County, Georgia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*