

**LEESBURG, GEORGIA  
CLASSIFICATION DESCRIPTION**

**CLASSIFICATION TITLE: ACCOUNTING TECHNICIAN**

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform work in maintaining all governmental financial records. Balances books and compiles reports to show such information as cash receipts and expenditures and accounts payable and receivable.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

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Receives and processes accounting documents for assigned financial/accounting programs.  
Reviews documents for completeness and accuracy; pair documents to related information such as matching purchase orders to invoices and/or matching payments to account files/billings, etc.; codes information to ensure accurate processing, and that appropriate department/program is credited or debited.  
Calculates, posts, and/or enters data into the financial management system; reviews preliminary reports; verifies data entry's accuracy; identifies and initiates needed corrective actions; and submits transactions for system processing.  
Reconciles and/or balances assigned accounts; prepares journal entries; and prepares and/or files a variety of records, form, and materials which document and support accounting transactions and program activities.  
Runs daily reports; copies and/or distributes reports; establishes and maintains both automated and manual accounting records and files; and performs record retention tasks as dictated by City policy.  
Assist supervisors with budget related activities by reviewing weekly financial reports, providing information on past budgets and expenditures, and obtaining information for use in preparing budget proposals. Retrieves and reports information on current fund balances and expenditures,  
Prepares, reviews, and processes purchasing documents. Maintains assigned inventory; prepares purchase orders for needed materials, equipment, and supplies; receives and distributes incoming shipments; reviews and codes invoices and forwards for payment. Provides assistance and information to employees, managers, vendors, citizens, local businesses, and/or other interested parties regarding assigned accounting functions; serves as liaison between supervisors, vendors, and other departments regarding purchasing policies and activities. Explains policies and procedures.  
Prepares various department documents requiring knowledge of department policies, programs, and procedures and which may involve researching, compiling, analyzing, retrieving and/or summarizing data.

**ADDITIONAL FUNCTIONS**

Performs general/clerical tasks, which may include making copies, sending/receiving faxes, distributing documentation, processing incoming/outgoing mail, or conducting errands.

Performs general housekeeping tasks associated with maintaining work area.

Provides assistance or backup coverage to other employees or departments as needed.

Performs other related duties as required.

## MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by college level course work or vocational training in office administration and personal computer operations; supplemented by three (3) years previous experience and/or training that includes office administration, basic bookkeeping, customer service, data entry, personal computer operations, and experience in department/area of assignment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Operation of a motor vehicle requires possession and maintenance of a valid Georgia driver's license.

## PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as traffic hazards.

*Leesburg, 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.*