

Beaver County, Pennsylvania
CLASS DESCRIPTION

POSITION TITLE: Fiscal/Accounting Technician II
CLASSIFICATION NUMBER: 101006*
DEPARTMENT (S): Various

GENERAL DESCRIPTION OF DUTIES

Under direct supervision, the purpose of the position is to provide accounting support work for assigned department or operating unit. Employees in this classification perform general clerical and accounting work. Position differs from the Fiscal/Accounting Technician I by the complexity of the work and report preparation. Position is responsible for preparing and processing reports and fiscal records, posting account information, verifying account information, balancing entries, preparing deposits, voucher and receipts and answering incoming phone calls. Performs related work as directed.

ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The mission of the Treasurer is to properly receive and perform the accounting of all monies due the County and to keep records of all disbursements from the County treasury. A complete ledger system of receipts and disbursements has been set up and computerized to keep a daily balance of over ninety accounts. The computerization of tax records has been incorporated into the data processing system, which includes a record-keeping system whereby all checks are electronically scanned, filed and available for viewing on visual archive.

Services

The numerous services performed by the Treasurer's Office include:

- Collecting all current Beaver County taxes (including real estate, abatement, and interim taxes)
- Mailing ~96,000 taxable parcels
- Providing duplicate tax bills and tax receipts upon request
- Reconciling over 135 different Beaver County bank accounts
- Investing of all Beaver County monies
- Supplying tax certifications and statements upon request

The Treasurer's office issues the following:

- Pay County Property Taxes Online
- Hunting Licenses
- Doe Licenses
- Fishing Licenses
- Pistol Permits
- Dog Licenses
- Bingo Licenses
- Small Games of Chance Licenses
- Tax Certifications for mortgage companies and banking institutions
- Hotel Tax

Prepares and processes various financial reports, forms, and fiscal records. Posts and verifies account information to computer records and journals. Prepares specialized daily, monthly,

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quarterly and annual reports as required. Compiles and coordinates information for Random Moment Sampling.

Balances entries and reconciles accounts and cash drawers. Maintains balance of all cash accounts. Codes and allocates funds and receipts to appropriate accounts. Converts County chart of accounts to State chart of accounts for mandated reporting. Ensures proper documentation and receipts are provided by staff for reimbursement of funds. Allocates monies to appropriate accounts. Submits to Controller for reimbursement and/or processing

Reconciles bank statements for the County. Reviews numbers and balances accounts. Conducts research regarding errors and makes corrections as needed. Alerts management and/or bank of any discrepancies.

Assists certified public accountants and auditors during annual audit process. Conducts research and provides financial information to support departmental records and actions. Maintains confidentiality of all records and information.

Receives, records, and responds to informational inquiries and telephone calls. Prepares purchase orders and places orders for routine supplies; maintains inventory and distributes supplies; and reconciles invoices against purchase orders.

Employee will be responsible for all aspects of The Commonwealth of Pennsylvania services including balancing daily payments, reconciling and auditing.

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED; supplemented by college level course work or vocational training in business; supplemented by up to one (1) year previous experience and/or training involving accounting; or an equivalent combination of education, training, and experience.

Candidate will have the ability to maintain large sets of excel data, automating daily tasks through macros, formulas and create reports using Pivot Table. Will have the ability to create templates using existing data. Employee will be versed in financial modeling, data analysis, creating graphs and charts and inventory management.

Employee will be a notary public.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data and/or information. 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 maintain composure and communicate in a pleasant manner. Resolving conflict resolutions.

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.

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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; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

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

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties, which are often characterized by frequent change.

Physical Ability: Tasks involve 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. Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

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