



**Beaver County, Pennsylvania
Job Description**

Job Title: Fiscal/Accounting Technician II Grade 5	Department: Treasurer
Reports to: First Deputy	Effective Date: 2001
Classification: Non-Exempt 35 hour workweek-Union	Revision Date: 10/8/2025

Job Summary

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. Employee will perform related work as directed for all the services in the Treasurer's office below.

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

Essential Functions

This job description is not designed to cover a comprehensive list of duties or responsibilities that are required. Essential functions may change, or new ones may be assigned at any time with or without advanced notice that are a logical assignment to the position.

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

Minimum Training, Education 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 establish standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence. Promotes good relationships with other law enforcement agencies, organizations, and the public by maintaining a professional demeanor; appearing in public functions and making speeches before civic groups.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to operate and control and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

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

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive and leadership. Ability to exercise independent judgement to apply facts and principles for developing approaches and techniques to problem resolution.

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

Physical Responsibilities: Tasks involve the ability to exert moderate to intense physical effort, though not constant. This would typically involve some combination of climbing and balancing, stooping, kneeling, crouching, crawling and running. This may involve some lifting, carrying, pushing and/or pulling of persons, objects and materials.

Sensory Requirements: Color, sound, taste, odor, depth, texture, visual and oral.

Environmental Factors: Tasks may risk exposure to temperature extremes, disease/pathogens, chemical agents and violence.

Beaver County, Pennsylvania is an Equal Opportunity Employer that provides equal employment opportunities to applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

In compliance with the Americans with Disabilities Act, Beaver County, Pennsylvania will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees to discuss potential accommodations with the employer.

Reviewed and Approved

Date

Employee

Date

Supervisor

Date