

**Beaver County, Pennsylvania
CLASS DESCRIPTION**

**POSITION TITLE: Fiscal/Accounting Technician I
DEPARTMENT: Treasurer's Office**

There is currently a full-time S1 Grade 4 Step 1 Fiscal/Accounting Technician I position open in the Treasurer's Office. The position is 35 hours per week at \$13.55 per hour.

The discretion of the Beaver County Board of Commissioners will determine when the position will be filled.

GENERAL DESCRIPTION OF DUTIES

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.

Under direct supervision, the purpose of the position is to provide general administrative and routine bookkeeping functions for an assigned department or operating unit. Employees in this classification perform clerical accounting work. Position is responsible for data entry of accounting and financial information, verifying account information, balancing entries, preparing voucher and receipts and answering incoming telephone calls. Employee will perform related work as directed for all the services 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

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.

Receives, processes and/or finalizes purchase orders and invoices for payment. Receives vouchers and matches invoice with appropriate bill and/or purchase order. Verifies that amount and account information is

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correct. Ensures proper coding of vouchers, purchase orders and other documents. Posts invoice information to general ledger. Provides follow up on rejected or outstanding bills.

Receives, verifies, and/or reports revenues collected. Counts, balances and totals all monies received and verifies against receipts, transaction records, or other documentation. Resolves any discrepancies with appropriate personnel. Credits appropriate fund. Verifies fund information. Prepares monies for deposit with financial institution. Enters collection reports into computerized accounting system. Generates and distributes reports to appropriate personnel.

Prepares daily cash statements and reports. Maintains balance of all cash accounts. Codes and allocates funds and receipts to appropriate accounts. Prepares petty cash reports as required. 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.

Maintains fiscal records for child support, costs and other payments, and disbursements; reviews payment histories and takes appropriate actions to pursue delinquencies; reconciles and audits accounts; prepares payment vouchers.

Collects and posts real estate taxes. Verifies parcel number information and amounts. Researches and produces County Tax Certifications.

Assists certified public accountants and auditors during annual audit process. Maintains confidentiality of all records and information.

Composes, types and/or prepares correspondence, manual checks, letters, memoranda and documents for assigned department. Creates spreadsheets, forms and other documents. Prepares faxes, and/or files for departmental use and future reference.

Greets the public, clients, outside agencies and other county staff as necessary. Receives and screens incoming telephone calls. Routes calls and/or takes messages as necessary. Answers questions from staff, outside agencies, the public or other individuals and provides information pertaining to specific accounts. Maintains effective communication with other departments.

Attends meetings, seminars, workshops and other training classes as necessary to keep apprised of changes in legislation and/or current industry trends.

In the County's human and social services agencies, generates checks for clients from payments received. Enters disbursements in computerized check registers. Prints checks and posts to general ledger. Forwards checks to authorized individual(s) as required for distribution.

Every employee will be cross-trained of daily tasks performed and will be responsible to assist with cross-training any new employee to the Treasurer's office.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED; supplemented by to two (2) years previous experience and/or training involving general accounting/bookkeeping; or an equivalent combination of education, training, and experience.

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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 provide pleasant guidance, assistance, and/or interpretation to others on how to apply 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; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

Functional Reasoning: Requires ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

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 communication 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.