

Beaver County, Pennsylvania
CLASS DESCRIPTION

POSITION TITLE: Fiscal/Accounting Technician III
CLASSIFICATION NUMBER: 100003*
DEPARTMENT (S): Controller's Office

GENERAL DESCRIPTION OF DUTIES

Under supervision, the purpose of the position is to provide fiscal and accounting support work for an assigned department or operating unit. Employees in this classification perform more advanced clerical and accounting work. Position is responsible for independently coordinating the clerical fiscal and accounting functions of the department. Performs related work as directed. Position is differentiated from Fiscal/Accounting Technicians I and II by the breadth and depth of duties, tasks and responsibilities.

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.

Responds to requests for information in order to process invoices in a timely and accurate manner. Ensures that county policies are being followed relative to purchasing/procurement and travel policies. Audits invoices and vendor checks for accuracy and compares them to purchase orders to insure proper accounts, cost centers, and funds are being used.

Coordinates the processing of invoices entered on-line for payment, proper authorization and accuracy. Calculates budgeted line items to determine whether sufficient funds exist prior to payment. 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 correct. Ensures proper coding of vouchers, purchase orders and other documents. Posts invoice information to general ledger. Provides follow up on rejected or outstanding invoices.

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.

Composes, types and/or prepares correspondence, manual checks, letters, memoranda and documents for assigned department. Creates spreadsheets, forms and other documents. Prepares specialized daily, monthly, quarterly and annual reports as required. Prepares copies, 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. Explains accounting procedures and processes to staff as necessary.

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

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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. Answers telephone calls and takes messages in the absence of clerical staff assigned to these tasks.

MINIMUM TRAINING AND EXPERIENCE

Associate's degree or vocational training in business; supplemented by up to two (2) years previous experience and/or training involving general accounting, or an equivalent combination of education, training, and experience.

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 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 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.

Attendance: regular attendance is required

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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.