



## **Accounting Technician**

Road and Bridge

RB/17

Pay Grade: 12

### **JOB SUMMARY**

This position performs technical duties in support of the department's financial accounting or payroll operations as assigned.

### **MAJOR DUTIES**

- Balances parts receipts for the Motor Pool.
- Prepares fuel reports; calculates fuel consumption for county departments.
- Maintains departmental accounts for parts and fuel; prepares monthly report packets for all county departments.
- Prepares external billing statements.
- Assists county departments with fuel keys.
- Prepares parts and service requisitions for the Motor Pool.
- Answers telephone and greets visitors; provides information and assistance; refers to appropriate personnel.
- Monitors radio transmission from field personnel; communicates via two-way radio.
- Maintains employee payroll records; processes employee time reports; maintains personnel files; processes personnel action forms.
- Maintains computerized records of daily work orders.
- Processes new employees, transfers and terminations.
- Process employee payroll.
- Prepares a variety of regular and special reports.
- Perform any other duties as assigned.

### **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of basic bookkeeping practices.

- Knowledge of county purchasing policies and procedures.
- Knowledge of county payroll processes.
- Knowledge of computers and job-related software programs.
- Skill in gathering, organizing and reporting financial and administrative data.
- Skill in data entry.
- Skill in problem solving.
- Skill in interpersonal relations.
- Skill in performing mathematical calculations.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

#### SUPERVISORY CONTROLS

The Office Manager assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

#### GUIDELINES

Guidelines include county and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

#### COMPLEXITY/SCOPE OF WORK

- The work consists of related technical accounting or payroll administration duties. Strict deadlines and the need for accuracy contribute to the complexity of the position.
- The purpose of this position is to perform technical duties in support of the department's accounting or payroll processes. Successful performance contributes to the efficiency and effectiveness of those processes.

#### CONTACTS

- Contacts are typically with coworkers, other county personnel, vendors, and the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee frequently lifts light and heavy objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Must have one to two years experience.
- Must have a high school diploma or GED from an accredited institution.

OTHER REQUIREMENT/INFORMATION

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position *is covered* by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County policies.

ACKNOWLEDGEMENT

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

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Employee's Signature	Print Name	Date
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Supervisor's Signature	Print Name	Date
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