Accounting Technician – Auditor/Treasurer

Department	Auditor/Treasurer	**Classification**	Grade 9
Reports to	Finance Manager County Auditor/Treasurer	**Unit**	AFSCME Local #2768
Supervises	N/A	**FLSA Status**	Non-exempt

Position Description

Perform various accounting functions and financial tasks relating to accounts payable, manage the process for payment collections, account reconciliations, prepare and file monthly and year-end reports. The position assists with inventory of County capital assets and preparation of audit schedules.

Essential Duties and Responsibilities

- Process accounts payable, balance disbursements, receipts, and electronic fund transfers (EFT) at month-end.
- Manage the process for collecting payments, returned non-sufficient funds (NSF), stop payments.
- Administer vendor automated clearing house (ACH) enrollments.
- Prepare month-end account reconciliations.
- File annual unclaimed property report.
- Prepare and file tax filings with the State of Minnesota and Internal Revenue Service (IRS) (1099s).
- Assist with inventory of County capital assets.
- Assist with preparation of audit schedules.
- Assist with elections duties, as assigned.

Qualifications and Knowledge, Skills and Abilities

Minimum qualifications

- High school graduate or equivalent.
- 2-years post-secondary education in accounting, finance, or related field;
  Or 2-years relevant work experience;
  Or equivalent combination.
- U.S. citizen *(Minnesota Statutes 201.014, 203B.121, 204B.19)*.

Knowledge, Skills and Abilities

- Accounting principles and practices.
- Proficient in using automated systems relevant to the position.
- Detail-oriented with strong organizational skills, accuracy, and problem solving.
- Adhere to all laws, statutes, policies and rules with the essential level of confidentiality required of the position.
- Communicate effectively both orally and in writing with all stakeholders relevant to the

position.
- Follow established procedures and directive from supervisors.
- Establish and maintain effective working relationships.

Preferred Qualifications
- Education, beyond the minimum qualifications.
- Work experience, beyond the minimum qualifications.
- Work experience in public sector accounting.

Physical Requirements
See Functional Job Analysis

Note (Management Right)
The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. Regular attendance on the job and the performance of other duties as assigned are required. The County retains the discretion to add or change the contents of this position description at any time.

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