

Position: Sr. Accounting Technician	Position Number:
Department: Administration	FSLA: Non-Exempt
Reports to: Executive Director	Represented: General/Non-Rep

Summary

The Sr. Accounting Technician provides professional accounting work including the examination, maintenance, verification, analysis, and reconciliation of financial records; assists in maintaining accounting system; and assists in the preparation for accounting and auditing reports.

Receives general direction from the Executive Director or his/her designee. No direct supervision of staff is exercised.

Distinguishing Characteristics

This position is responsible for overseeing YECA's accounting systems. Incumbents in this position reports directly to the Executive Director.

Essential Duties and Responsibilities

- Oversees or participates in the posting, balancing, and reconciliation of the general ledger; participate in the entry of automated payroll & benefits systems; audits and reconciles payroll documents; makes adjustment entries and transfers of appropriations and accruals; Maintains and reconciles fixed asset function; works with County financial staff to assure timely processing of transactions;
- Oversees or prepares a variety of detailed accounting transactions including accounts payable/receivable, deposits, and journal entries; assist external accountant with financial statements and reports; works with external auditors during annual audit and resolves accounting problems in the process
- Examines, analyzes and verifies fiscal documents and accounting systems to ensure accuracy, completeness, adherence to established fiscal controls, and to ensure compliance with regulations, laws, and standard accounting principles and procedures
- Assists with data in the development of budget proposals. Monitors and organizes budgets, transaction records, and audit trails, including those for special projects/grants.
- May assist in backup related to making changes for employee benefits programs including insurance, leave, retirement, incentive pays, deferred compensation. Initiates and responds to a variety of surveys, correspondence, and reports; ensures accuracy of employee compensation and benefits, personnel transactions and salary schedule data.
- May prepare purchase orders in the accounting system and assist with various contracts and reply to vendor correspondence

- Identify opportunities for improvement in the current policies, procedures, and systems; develop recommendations for changes; implement modifications to the program, policies, and/or procedures as appropriate.
- Performs other duties as assigned that support the overall objective of the agency.

Qualifications

▪ Knowledge and Skills

The position requires a general understanding of governmental accounting theory, principles and practices and their application to a wide variety of accounting transactions; application and operation of computerized accounting systems and spreadsheets; auditing principles, and techniques.

Knowledge of effective use of personal computer-based systems in an office environment. Requires application and skill in word processing, spreadsheet applications, presentation graphics, electronic filing sufficient to train others and perform basic troubleshooting of problems. Requires knowledge of general ledger record keeping. Requires sufficient knowledge of and skill at applying English grammar and composition, and spelling to business and/or legal formats.

▪ Abilities

Requires the ability to independently perform all of the duties of the position. Must be able to learn, interpret, explain and apply knowledge of the agency, its operations, programs, functions, and special terminology. Requires the ability to prepare spreadsheets, enter, import, and export data to and from databases. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines; be able to problem solve related issues; remember various rules, policies and procedures; explain and interpret policy.

▪ Competencies

To perform the job successfully, an individual should demonstrate the following competencies Analytical - Synthesizes complex or diverse information; collects and researches data; designs work flows and procedures. Continuous Learning - Pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others; Job Knowledge - keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively. Problem Solving - Identifies and resolves problems in a timely manner; Oral Communication - Listens and gets clarification. Quality Management - Demonstrates accuracy and thoroughness. Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; good team player

- **Physical Abilities**

This class includes administrative positions requiring light physical effort which may include frequent lifting of up to ten pounds and occasional lifting of up to twenty-five pounds. Some bending and stooping, and/or squatting may be required. Sufficient hand/eye coordination and manual dexterity to keyboard at a rate (about 35 wpm); sufficient visual acuity to recognize words letters and numbers. Sufficient auditory acuity to carry on conversations over the phone and in person.

- **Education and Experience**

Equivalent to the completion of a high school diploma and three (3) years progressively responsible administrative experience in Finance and/or Accounting or a closely related field. Any combination of education and experience that will provide the ability to perform the work and provide the performance results as stated above.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist.