

AUDITOR ACCOUNTING TECHNICIAN

DEFINITION

Under general supervision, to perform a variety of account, statistical, and specialized technical recordkeeping work in connection with the maintenance of financial records; to review specialized documents for sufficiency and accuracy, assisting the public or other County staff with application and specialized department procedure; to learn and provide a variety of information about department policies and procedures; to perform a variety of technical and office support assignments; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for the performance of variety of specialized fiscal coordination and support in the Auditor/Controllers Office. This is the first working level in the Auditor Accounting Clerk class series. Incumbents learn and perform a variety of financial recordkeeping work. They may also be assigned to provide specialized and technical public assistance. Incumbents in this class are expected to have substantial general office support and public assistance experience and be capable of quickly learning a specialized and technical support area. When sufficient knowledge has been demonstrated and experience requirements are met they may expect promotion to Auditor Accounting Clerk II.

REPORTS TO

Fiscal Support Supervisor

CLASSIFICATIONS DIRECTLY SUPERVISED

None

EXAMPLES OF DUTIES

- Participates in the preparation and maintenance of accounts receivable and payable documents in an assigned department or division.
- Prepare interdepartmental fund transfers.
- Receives, sort and organize a variety of financial documents including bills, invoices and payments.
- Review documents received for accuracy and completeness.
- Prepare receipts.
- Post transactions to appropriate journals and ledger accounts.
- Review entries for accuracy and completeness.
- Balance accounts at the end of each month services and/or taxes.
- Receives monies and maintains receipt records.
- Balances cash received and prepares deposits.
- Keeps subsidiary ledgers.
- Assists with the preparation of financial, statistical, or other special reports.
- Assists with the compilation of budget information.
- May process a variety of claims.
- Prepares warrants.
- May process and maintain information on supplemental tax refunds, public defender payments, or jury payments.
- Prepares and balances daily bank account records.
- Maintains proper documentation for investment portfolios, including receiving, verifying and depositing interest earnings.
- Prepares and distributes forms and processes payments for the transient occupancy tax.
- Processes improvement bond payments and maintains communication with boundaries.
- Processes and validates payment of County warrants.
- Receives deposits from County departments, maintains records, and issues receipts.
- May process audio and video cassettes for the library collection.
- May provide a variety of assistance with library functions, including the circulation desk.
- May perform on-site inspections of residential and commercial property for the purpose of solid waste assessments.
- May review maps, legal descriptions, and other data for changes in land use.
- Evaluates a variety of information and data for accuracy, compliance, and completeness.
- Performs a variety of office assistance assignments.
- Provides information to others.
- Operates equipment and computers.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal dexterity and hand-eye coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX machines.

TYPICAL WORKING CONDITIONS

Work is normally performed in an office environment; contact with staff and public.

DESIRABLE QUALIFICATIONS

KNOWLEDGE OF

- General knowledge of financial, statistical, library, public works, social services, solid waste, tax, assessment roll, or other specialized recordkeeping.
- Account and fiscal recordkeeping.
- Modern office methods, practices and procedures.
- Correct English usage, spelling grammar and punctuation.
- Mathematics

ABILITY TO

- Learn and perform a variety of specialized financial recordkeeping assignments.
- Provide technical support for an assigned area of County government.
- Interpret and apply the policies and procedures of the department and work unit where assigned.
- Assist with the preparation of financial statements or other specialized reports.
- Read and interpret maps or other special documents.
- Make mathematical calculations quickly and accurately.
- Operate a computer and appropriate software, including database information.
- Follow oral and written directions.
- Maintain good public relations.
- Tactfully and courteously provide a variety of public assistance.
- Establish and maintain cooperative working relationships.

TRAINING AND EXPERIENCE

Two (2) years of experience in performing general office support and public assistance work equivalent to the Office Assistant II with Plumas County.

SPECIAL REQUIREMENTS

Must possess a valid driver's license at the time of application and a valid California Driver's license by the time of appointment. The valid California license must be maintained throughout employment.