

**ROWAN COUNTY  
HUMAN RESOURCES**

**JOB DESCRIPTION**

**Job Title** : Accounting Technician III  
**Department:** General  
**Revised** : March 2010

**Class** : Paraprofessional  
**FLSA:** Non-exempt

*This job description supersedes any prior description for the Accounting Technician III classification.*

**GENERAL DESCRIPTION**

Advanced or specialized technician accounting work requiring the application of accepted rules of accounting to a variety of procedural and substantive guides to determine courses of action. It is differentiated from Level II work by the complexity of work and degree of independent judgment required. Supervision is received from an administrative superior, who reviews work by analysis of work accomplished and periodic conferences. Work is also audited by external auditors annually.

**ESSENTIAL JOB FUNCTIONS** (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Maintains complex general accounting books requiring the segregation of monies and expenditures into a number of accounts involving a combination of state, federal or county funds; reviews project expenditures to determine that expenditures are properly charged; and prepares necessary accounting and budget reports.

Prepares specialized financial reports requiring the review of financial records to select pertinent information and submits these reports without review to administrative officials.

Gathers, selects, and compiles accounting clerical and statistical data in terms that are meaningful to management through accounts that reflect both costs on individual funds and develops cost comparisons.

Maintains and supervises the perpetual inventory system of books for a large agency requiring the pricing of goods purchased; billing; keeping of inventory control accounts; and preparation of numerous financial and statistical reports.

Processes the County's bi-weekly payroll and produces required payroll reports.

Commutes to the bank to make the daily deposit of funds received.

**OTHER JOB FUNCTIONS**

Collects monies from the public as necessary.

Performs related duties as required.

*Management reserves the right to add or amend duties at any time.*

**KNOWLEDGE, SKILLS, AND ABILITIES**

Considerable knowledge of the application of established bookkeeping and accounting principles, practices, and techniques to standardized accounting transactions.

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Considerable knowledge of established governmental and departmental budgeting and bookkeeping practices and procedures.

Ability to understand, interpret, and apply the laws and regulations governing the maintenance of financial records.

Ability to prepare fiscal reports and analyses of financial statements.

Ability to present information clearly and concisely in oral and written form.

Ability to maintain effective working relationships with the public and other employees.

Ability to supervise and instruct subordinate personnel in record keeping and other clerical work.

### **PHYSICAL REQUIREMENTS**

The work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 10 lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle. Employee may be exposed to hazardous materials.

### **EXPOSURE CONTROL**

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

### **MINIMUM EXPERIENCE AND TRAINING**

Associate's Degree from an accredited college or university in Accounting or related field and one year of experience in bookkeeping or accounting clerical work; or graduation from high school including or supplemented by basic courses in bookkeeping or accounting and four years experience in bookkeeping or accounting clerical work in an accounting office; or equivalent combination of education and experience. A valid driver's license may be required dependent upon the department assigned to and the specific job responsibilities of the position.

**This job description does not create an employment contract,  
implied or otherwise.**