

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Administrative Technician V
Department: Finance
Revised : January 2022

Class : Paraprofessional
FLSA: Non-exempt

This job description supersedes any prior description for the Administrative Technician V 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. 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 spreadsheets, records, and ledgers 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 and submits specialized financial reports requiring the review of financial records to select pertinent information for review by administrative officials.

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

Maintains records and reports including requiring the pricing of goods purchased; billing; accounts receivable; and preparation of numerous financial and statistical reports.

Processes daily journal entries prepared by Finance and other department employees.

Prepares daily deposit of funds received.

Assists in the management of county P cards.

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 accounting principles, practices, and techniques to standardized accounting transactions.

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.

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 is not substantially exposed to adverse environmental conditions or 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, Business Administration, or related field and two years 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; 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.**