



## CLASS SPECIFICATION

**Class Title:** Accounting Technician II  
**Department:** County-wide  
**FLSA:** Non-exempt

**Class Code:** 3336  
**Grade:** 14  
**Eff. Date:** 1/1/82  
**Revised:** 12/01/01

### GENERAL PURPOSE

Under general supervision of an administrative supervisor, performs working level technical accounting and bookkeeping work for Davis County.

### EXAMPLE OF

Posts disbursements and receipts; develops and maintains records of individual accounts; computes periodic billings and accounts; records payments received; reconciles complex and detailed statements, including bank statements; prepares and submits invoices and purchase orders.

Performs a variety of related fiscal clerical work including preparing, typing, and compiling accounting reports and billings; performs data entry and spreadsheet maintenance assuring completeness and accuracy of reports; establishes filing systems and various receipt and expenditure ledgers.

Communicates with Clerk/Auditor department and vendors in updating accounting and bookkeeping systems. Designs and improves financial report formats and accounting processes.

Maintains inventory; orders, receives, stores, tags, and distributes supplies and equipment; compiles and tabulates data for records and reports.

Enters biweekly payroll and maintains payroll and leave records; balances totals; prepares summaries for posting.

Balances cash on hand against receipts; prepares and balances deposits.

Assists visitors in filling out forms and applications; audits applications; answers questions. Performs general clerical support duties including typing and filing, receiving telephone calls, responding to questions, transferring calls, and taking messages.

Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

#### 1. Education and Experience:

Graduation from high school and two (2) years of full-time experience in bookkeeping, accounting, or payroll; or an acceptable combination of education and experience.

**Career Ladder:** This position is part of a career ladder job series. An incumbent may be eligible for career ladder advancement to Accounting Technician II on his or her eligibility date after meeting the minimum requirements for the position and upon supervisor's recommendation and Administrative Officer concurrence.

**DCSO:** An employee must be in good standing with the Sheriff's Office, including no disciplinary actions greater than a coach and counsel within the last 12 months.

**2. Special Qualifications:**

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

**3. Necessary Knowledge, Skills and Abilities:**

**Knowledge of:** modern office practices and procedures, bookkeeping practices and procedures.

**Skill in:** operating computer hardware and applicable software applications; operating a ten-key calculator or adding machine; typing 40 wpm (net) as required by the position.

**Ability to:** perform multiple tasks simultaneously; balance and reconcile statements; make simple mathematical computations rapidly and accurately; operate computer hardware and applicable software applications; use a ten-key calculator with accuracy; operate standard office equipment including a multi-line telephone, fax machine and copier; follow written and oral instructions; communicate effectively (orally and in writing); establish and maintain effective working relationships with supervisors, other employees/departments and the general public.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. **All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.**