

WINNEBAGO COUNTY JOB DESCRIPTION

**BARGAINING
UNIT**

**STEP AND GRADE:
6A**

**DATE LAST PRINTED:
September 14, 2011**

JOB TITLE: ACCOUNT TECHNICIAN

various job codes

Summary of Responsibilities

Under direction, either performs technical accounting work in maintaining a complex, complete set of support account books by fund, or grant; or supervises the maintenance of the verification process of documents involving vouchering, invoices, inventory lists which might require cross-references with contractual agreements or other documents.

Illustrative Examples of Work

1. Reviews and reconciles revenue fund ledgers and supporting documents in response to inquiries for payment from vendors; traces status of invoices, requisitions, suborders, etc., for unit supervisor.
2. Maintains support ledgers and account records for a county department general revenue or grant funds.
3. Maintains general ledgers for requisitions, suborders and or miscellaneous obligation documents.
4. May assist in the supervision of technical staff reviewing for completeness and accuracy, documents submitted for payments in the county vouchering and invoice process; contact vendors, and/or suppliers to obtain necessary information or documentation to reconcile ledger entries and/or charges to the county.
5. Gathers documents, information and assists in the preparation of reports as required by the county and state audit policies.
6. Performs all duties in accordance with County policies and procedures.
7. Performs other duties as required or assigned.
8. Regular attendance is required, overtime as needed/scheduled.

Education & Experience

- Requires knowledge, skill and mental ability equivalent to the completion of two years of college with coursework in Accounting or three years related work experience of a clerical bookkeeping nature.
- Requires working knowledge of county Accounting techniques, office methods and practices, principles and functions of standard office accounting machines.

Abilities

- Requires ability to work independently, apply established Accounting techniques
- Requires excellent verbal and written communication skills.
- Requires the ability to prepare a complete and accurate/detailed records and reports.
- Requires ability to establish and maintain satisfactory working relationships with fellow employees and the general public.
- In some departments, must be available and able to work various shifts, including nights, holidays, and weekends; work on an on-call basis; work irregular job assignments.
- Requires ability to move up to 50 pounds.

Refer to the *Analysis of Essential Functions* form for the detailed physical requirements of this position.