

JOB TITLE: Finance Technician

FIN/4

DEPARTMENT: Finance, Rutherford County

JOB SUMMARY: This position is responsible for performing accounting duties in support of the Finance Department.

MAJOR DUTIES:

- o Records transactions in journals, ledgers, and special forms; verifies changes from personnel in payroll system; runs and distributes timesheets to departments; verifies timesheets, enters payroll, balance departments' payrolls, runs reports.
- o Prepares and transmits direct deposits; prepares child support, garnishments, and other payroll related accounts payable.
- o Reviews and verifies records and reports; compiles information from data.
- o Performs accounts payable duties such as entering invoices and balancing with the general ledger.
- o Maintains record of all county assets and performs physical inventory and audit schedules.
- o Computes bills; itemizes charges showing amount due; issues receipts; records amounts received' reconciles banking statement and reports of transactions.
- o Prepares, writes, and mails checks.
- o Prepares Worker's Compensation, general liability, and property insurance reports.
- o Mails yearly occupancy tax letters and forms to hotels; balances monthly receipts; prepares monthly reports for Tourism Development Board.
- o Assists auditors with yearly audit; runs 1099s and W-2s.
- o Verifies and completes gasoline and grant funded reports.
- o Collects monies, prepares receipts, enters data into cashbooks, and prepares and makes deposits.
- o Enters invoices; balances cash registers; runs and signs checks; organizes files and documents.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of accounting and audit procedures, rules, and regulations.
- o Knowledge of data entry procedures and computer functions.
- o Knowledge of modern office practices and procedures.
- o Knowledge of the techniques of establishing and maintaining files.
- o Knowledge of relevant county ordinances and department policies and procedures.
- o Knowledge of policies and practices related to accounting, insurance, and payroll duties.
- o Skill in performing basic mathematical calculations.
- o Skill in organizing and prioritizing work.
- o Skill in operating a computer, typewriter, calculator, copier, facsimile machine, check signer, laser printer, and telephone.
- o Skill in interpersonal relations.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Director or Deputy assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include accepted accounting practices and procedures, relevant state and federal laws and regulations, county ordinances, and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related accounting duties. Deadlines and the need for accuracy and attention to detail contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to perform accounting duties in support of the department. Successful performance in this position helps ensure the accuracy of financial transactions.

PERSONAL CONTACTS: Contacts are typically with co-workers, other county employees, bank personnel, vendors, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give and exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, or walking. The employee occasionally lifts light objects.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- o Ability to be bonded.