

ACCOUNTING TECHNICIAN II

(Range 114)

DEFINITION

Performs a variety of highly responsible technical accounting activities in the areas of general ledger, financial reports, cash receipts, account analysis, accounts receivable, contract compliance, accounting system administration, and other duties as assigned. Provides backup to the Accountant positions as needed.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Assistant Finance Director.

ESSENTIAL AND MARGINAL FUNCTIONS--Essential and marginal functions and responsibilities may include, but are not limited to the following:

Essential Functions:

1. Prepares and reconciles accounts receivable invoices for contract libraries, services, rents and grants.
2. Maintains general ledger to include preparation and posting of journal entries, coding of invoices, and account analysis and reconciliation.
3. Processes and authorizes invoices for payments on equipment maintenance and leases, rents and utilities.
4. Posts and balances annual budget, program budgets, and budget transfers to the accounting system.
5. Creates, formats, and maintains a variety of District financial reports.
6. Generates and distributes monthly financial reports to include budget status reports, detail expenditure reports, and other reports as needed.
7. Verifies all District deposits with the bank, and resolves discrepancies in a timely manner.
8. Posts cash receipts to the accounting system, and reconciles to the bank statement.
9. Maintains financial documents with appropriate supporting material and updates records as necessary.
10. Prepares spreadsheets and various financial and statistical analyses as necessary.
11. Monitors and reconciles accounts to ensure accuracy and integrity of information.
12. Provides primary back-up assistance for payroll to include preparing and issuing payroll checks.
13. Sorts payment requests numerically by vendor and enters invoices into automated financial system for payment; reviews date and corrects errors prior to printing

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- checks; downloads data files and generates checks; verifies checks and payment requests for accuracy and special instructions.
14. Reviews employee time and attendance records submitted by departments to ensure compliance with administrative policies and regulations, and federal and state laws.
 15. Prepares federal and state tax reporting documents related to payroll matters, such as IRS Forms 940 and W-2, prepares and forwards appropriate payroll tax deposits, payments to Employers' Insurance Company of Nevada and medical insurance.
 16. Prepares and coordinates payments for miscellaneous payroll deductions such as garnishments, union dues and fees, and deferred compensation.
 17. Uses a personal computer to enter data from source documents, such as accounts payable vouchers, cash receipts, and journal entries.
 18. Provides administrative and basic technical information to district-wide staff and management as required.
 19. Interacts extensively, in person, over the telephone, and via e-mail with district-wide staff and management, outside agencies, vendors, and other governmental entities.
 20. Acts as liaison between Business Office and Branch Libraries, gathering and relaying information as needed.
 21. Assists vendors, District staff and management by providing information, explaining procedures, and answering questions.
 22. Maintains accountability for check stock, signatures for check pick up and internal controls.
 23. Prepares journal entries to correct or adjust accounting entries.
 24. Examines and verifies a wide variety of financial documents and reports.
 25. Ensures expenditures are charged to the appropriate accounts.
 26. Assists auditors with supporting material and procedures; prepares other necessary data.
 27. Enters cancelled checks into accounting system; maintains and reconciles outstanding check register
 28. Provides system administration in establishing and linking new accounts, closing accounts, user security, organization preferences, and opening and closing fiscal years.
 29. Provides assistance with bid documents and requests for proposals.
 30. Consult catalogs and interviews suppliers to obtain prices and specifications.
 31. Generates correspondences, memorandum, and other materials.

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32. Utilizes personal computer, automated accounting software, inventory software, the Internet, and e-mail.
33. Performs a variety of clerical duties including typing, filing, and maintaining files and records.
34. Operates office equipment including but not limited to: adding machine/calculator, copy machine, telephone, and facsimile machine.

Marginal Functions:

1. Works on special projects as assigned.
2. Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Modern office methods and procedures.
2. Accounting and payroll principles and practices.
3. Pertinent Federal, State, and local laws, codes, and regulations.
4. Modified accrual accounting methods and practices including accounts receivable, accounts payable, and purchasing.
5. Double-entry bookkeeping and basic principles of municipal accounting.
6. Basic arithmetic.
7. Library District and Business Office policies and procedures.
8. Inventory methods and procedures.
9. Record keeping and filing principles and methods.
10. Correct English usage, spelling, punctuation, and grammar.
11. Library District terminology and functions.

Ability to:

1. Be decisive in routine and non-routine problem solving in accordance with Library District and Business Office policies and procedures.
2. Apply Business Office policies.
3. Maintain fiscal and clerical records.
4. Generate accurate and detailed reports.

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5. Accept and manage change and maintain flexibility.
6. Apply accounting principles in preparing journal entries, various reports, control records and other information relative to financial data for the Library District.
7. Perform multiple tasks concurrently.
8. Work quickly and accurately.
9. Work independently in supervisor's absence.
10. Meet deadlines and complete various reports in a timely manner.
11. Type at a speed necessary to perform the essential functions.
12. Perform basic and sometimes complex arithmetic calculations.
13. Establish and maintain effective working relationships with those contacted during the course of work.
14. Understand and follow oral and written instructions.
15. Communicate clearly and concisely, both orally and in writing.
16. Maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:
 - bending, stooping, and reaching;
 - sitting for extended periods of time;
 - lifting and carrying;
 - operating assigned equipment.
17. Maintain effective auditory and visual perception needed for:
 - making observations;
 - communicating with others;
 - reading and writing;
 - operating assigned equipment.

Skilled in:

1. The use of personal computers and associated software.
2. The use of library and general office equipment.

QUALIFICATIONS

Training and Experience:

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Bachelor's Degree in Business Management, Accounting, or related field required; one (1) year of work related experience which includes bookkeeping, accounts payable, payroll, accounting or automated financial management required; experience working in Windows with applications such as Excel, Word, and Access required.

Physical Requirements:

Essential and marginal functions may require maintaining a physical condition necessary for standing and walking; frequent lifting and carrying objects of light weight (5 - 10 pounds) and occasional lifting and carrying objects of moderate weight (11 - 20 pounds) and moderately heavy weight (21 - 75 pounds); frequent bending, stooping, reaching, and pushing; minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; utilizing a keyboard, and sitting, or standing for extended periods of time.

Tasks require sound perception, color perception, visual perception, and oral communications ability.

Environmental Requirements:

Tasks are performed with infrequent exposure to adverse environmental conditions.

FLSA: NON- EXEMPT

CBA: NON SUPERVISOR

DEVELOPED: AUGUST 29, 2000

REVISED: JUNE 18, 2007