

SNOHOMISH COUNTY JOB DESCRIPTION

ACCOUNTING TECHNICIAN I

Spec No. 6005

BASIC FUNCTION

To perform a variety of accounting record keeping activities.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Processes voucher payables; confirms available budget funds; reconciles and distributes warrants to vendors, districts, departments and other payees as requested; retrieves warrant information; prepares payment vouchers, field orders and purchase orders.
2. Electronically processes redeemed and canceled warrants on a personal computer; cancels and files paid warrants; enters redeemed warrants in warrant registers; balances various warrant records to the general ledger; prepares various warrant related reports.
3. Assists vendors, districts and departments in person or on the phone by answering questions about redeemed warrants and reasons for payment as necessary.
4. Sets up and maintains files and record keeping systems; files and retrieves documents.
5. Prepares such things as lists, notices, reports, form letters, vouchers and correspondence.
6. Posts payment vouchers to ledgers and prepares payroll related forms.

STATEMENT OF OTHER JOB DUTIES

7. Performs related duties as required.

MINIMUM QUALIFICATIONS

Six (6) months of full time cashiering or accounting related experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- financial record keeping, cashiering or accounting principles, practices and procedures;
- standard office practices and procedures;
- bars account code structure and budget codes.

Ability to:

- type accurately on a personal computer;
- follow oral and written instructions;

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(Continued)

- operate standard office equipment including using basic spreadsheet and word processing programs;

KNOWLEDGE AND ABILITIES

Ability to:

- make arithmetic calculations;
- clearly explain policies, procedures and schedules;
- maintain necessary records and prepare required reports;
- communicate effectively orally;
- establish and maintain effective work relationships with superiors, associates, and the general public;
- concentrate on accuracy of details
- maintain confidentiality of working information.

SUPERVISION

Employees receive general supervision from an administrative superior as assigned. Assignments are made indicating generally what is to be done, the quantity of work expected and any deadlines which are to be met. The employee carries out recurring assignments on his/her own initiative and receives additional, specific instructions for new or; unusual assignments. Work may be spot-checked to ensure timely completion and accuracy.

WORKING CONDITIONS

The work is performed in the usual office environment.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: June 1977 as Accounting Clerk I

Revised and re-titled: July 1987.

Revised: December 2001.

Previous Spec No. 740790

EEO Category: 6 - Administrative

Pay Grade: 304 – Clerical Pay Plan

Worker's Comp Code: 5306 – Non-Hazardous