



Senior Accounting Technician

Class Code:
00561
FLSA Status:
Non-exempt
Grade: A07

STAFFORD COUNTY

GENERAL DEFINITION OF WORK:

The senior accounting technician position focuses on budgeting and finance for the Department of Utilities. The Department of Utilities provides environmentally sustainable water and sewer service within Stafford County. To aid in that objective, the senior accounting technician performs difficult technical and complex work involving the preparation and/or maintenance of fiscal or related records; does related work as required. Level of independent work is greater than the Accounting Technician. Work is performed under general supervision of the Budget and Finance Manager. Supervision may be exercised over personnel.

ESSENTIAL FUNCTIONS:

- Maintains and processes department accounts, requisitions for purchase orders, and budget transfers; reconciling accounts; preparing budgetary and accounting records and files; purchasing, accounts payable and accounts receivable; posting journal entries and reconciling funds.
- Helps facilitate department budgeting and accounting functions;
- Assists in the preparation of annual Budget and Capital Improvement Plan;
- Assisting in gathering data and reports for the annual;
- Gathers, assembles, tabulates, checks, and files budgetary and other financial data;
- Prepares monthly budget reports;
- Assists in the preparation and recording of resolutions and ordinances impacting the Utilities fund;
- Checks invoices, maintains financial, insurance, and statistical records and compiles reports;
- Prepares State and Federal grant reports and tracks grant expenditures and reimbursements;
- Reconciles and maintains petty cash;
- Files various fiscal transaction documents;
- May post budgetary information and produce budgetary reports; Receives, counts, receipts, records, and deposits funds;
- Oversees the processing of accounts payable and accounts receivable; Prepares requisitions for purchases orders, and related correspondence; Operates computer, posting data, payroll, payables, and budgetary information;
- Assists with the maintenance of proffer funds;
- Tracks and monitors capital revenues and expenditures related to the pro rata program;
- Maintains files for various fiscal transaction documents; Searches documents for posting errors;

- Collates, sorts, and compiles fiscal data in accordance with procedures; Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of Microsoft Excel, Word and Power Point
Thorough knowledge of bookkeeping terminology, methods, and procedures; Thorough knowledge of standard office procedures, practices, and equipment; Thorough knowledge of governmental accounting principles, procedures, practices, and related data processing systems, equipment, and software;
Ability to understand and follow oral and written directions; Ability to establish and follow detailed work procedures;
Ability to post accounts and to perform mathematical computations with speed and accuracy utilizing computer system;
Skills to use a variety of office machines;
Ability to navigate and operate financial accounting systems and related software; Ability to communicate and establish effective working relationships with co-workers, supervisors, and the general public.

EDUCATION AND EXPERIENCE:

Bachelor's degree preferred.

Any combination of education and experience equivalent to graduation from high school, supplemented by courses in bookkeeping and 5 years of experience in general office work involving maintenance of complex financial and/or statistical records. Associate's Degree in related field is desired.

SPECIAL REQUIREMENTS:

Possession of a driver's license valid in the Commonwealth of Virginia.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects. Work requires stooping, reaching, grasping, and repetitive motions. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels. Visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities. The worker is subject to inside environmental conditions.

Approved by: _____

Date: ____/____/____