



STAFFORD COUNTY
Department of Human Resources
Stafford, VA 22555-0339

<http://staffordcountyva.gov>

**Invites Applications for the Position of:
ACCOUNTING TECHNICIAN (RECORDS MANAGEMENT) - 03344**

An Equal Opportunity Employer

SALARY

\$18.52 - \$25.01 Hourly \$38,521.60 - \$52,020.80 Annually

OPEN DATE: 03/10/23

CLOSING: 03/31/23

THE POSITION

Performs difficult technical work involving the preparation and/or maintenance of fiscal or related records; does related work as required. Work is performed under general supervision.

The full salary range for this position is \$38,521.60 - \$65,499.20 to provide opportunity for growth and development.

EXAMPLES OF DUTIES

- * Reconciling accounts; preparing budgetary, accounting records, and files; processing payroll, purchasing, accounts payable and accounts receivable; posting journal entries and reconciling funds.
- * Gathers, assembles, tabulates, checks and files budgetary and other financial data;
- * Posts, checks, balances, and adjusts financial accounts;
- * Checks invoices, maintains financial, insurance, and statistical records and compiles reports;
- * Receives, counts, receipts, records, and deposits funds;
- * Maintains double entry bookkeeping system;
- * Reconciles bank statements, handles petty cash;
- * Processes accounts payable and accounts receivable;
- * Types purchase orders, requisitions, and correspondence;
- * Posts data, payroll, payables, and budgetary information;
- * Maintains accounts, receipts, disburses, and prepares financial statements for federal fund accounts;
- * Processes payroll for employees;
- * Posts budgetary information, produces budgetary reports;
- * Files various fiscal transaction documents;
- * Searches documents for posting errors;
- * Collates, sorts, and compiles fiscal data in accordance with procedures;
- * Operates computer, calculator and other standard office equipment;
- * Keeps cost and inventory records;
- * Performs related tasks as required.

TYPICAL QUALIFICATIONS

Any combination of education and experience equivalent to graduation from high school, supplemented by courses in bookkeeping and extensive experience in general office work.

Thorough knowledge of bookkeeping terminology, methods, procedures and equipment; general knowledge of standard office procedures, practices, and equipment; general 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; skill to use a variety of office machines; ability to get along well with others.

SUPPLEMENTAL INFORMATION

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, fingering, 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.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://staffordcountyva.gov>
OR
P.O. Box 339,
Stafford, VA 22555-0339

EXAM #03344
ACCOUNTING TECHNICIAN (RECORDS MANAGEMENT) - 03344
JT

Accounting Technician (Records Management) - 03344 Supplemental Questionnaire

- * 1. Describe any records management experience you have.

- * 2. Describe any accounts payable experience you have.

- * 3. Do you have any local government experience?
 Yes No

- * 4. Describe your accounting education and experience.

- * Required Question