

SNOHOMISH COUNTY JOB DESCRIPTION

ACCOUNTING TECHNICIAN I - FINANCE

Spec No. 6315

BASIC FUNCTION

To perform a variety of financial, accounting and/or fiscal record keeping activities.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Performs basic coding of financial, accounting and/or fiscal information.
2. Compiles data that may require information searches from varied sources; collects and/or matches financial, accounting and/or fiscal documents.
3. Provides information derived from established policies, procedures, and other relevant sources to customers, maintaining security and confidentiality, responds to inquiries and/or refer customers appropriately.
4. Sets up and maintains files and record keeping systems; files and retrieves documents.
5. Prepares and types such things as lists, notices, reports, form letters, vouchers and correspondence; orders computer generated reports.
6. Performs basic numerical calculations involving accounting subsystems like accounts payable, accounts receivable, cash management, fixed asset, payroll or inventory.
7. Performs related duties as required

MINIMUM QUALIFICATIONS

One (1) year 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 or cashiering practices and procedures;
- standard office practices and procedures.

Ability to:

- type accurately on a computer terminal;
- follow oral and written instructions;
- operate standard office equipment and computer applications;
- make arithmetic calculations;
- clearly explain policies, procedures and schedules;

(Continued)

- maintain necessary records and prepare required reports;

KNOWLEDGE AND ABILITIES

Ability to:

- communicate effectively orally;
- work effectively and contribute to a team environment;
- work efficiently under pressure, meet deadlines ;
- establish and maintain effective work relationships with superiors, associates, and the general public.

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

Previous Spec No. 740790

Revised: July 1987 title change to Accounting Technician I

Revised and Retitled: January 2002 to Accounting Technician I - Finance

EEO Category: 6 – Administrative Support

Pay Grade: 304 – Clerical Pay Plan

Worker's Comp Code: 5306 – Non-Hazardous