

SNOHOMISH COUNTY JOB DESCRIPTION

ACCOUNTING TECHNICIAN II - FINANCE

Spec No. 6316

BASIC FUNCTION

To perform technical and specialized financial, accounting and/or fiscal support services, including basic coding of financial information, performing calculations and reconciliations of general ledger accounts and accounting subsystem such as accounts payable, accounts receivable, inventory, fixed assets, payroll or cash collection.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Provides specialized and/or technical information that requires moderate interpretation of established policies, procedures and guidelines to internal and/or external customers.
2. Performs accounting reconciliations using defined methods and guidelines.
3. Compiles data that may require information searches through files, contracts, records, or computer files, including spreadsheets and/or customized database applications.
4. Performs basic numerical calculations involving accounts payable, accounts receivable, cashiering, reconciliation of accounts, monitoring of routine expenditures, payroll and/or other applications.
5. Performs basic coding of financial, accounting and/or fiscal information.
6. Establishes, maintains, modifies, retrieves and tracks financial, accounting and/or fiscal information using a variety of methods.
7. Enters, obtains and/or verifies financial, accounting and/or fiscal information following established clearly defined methods and guidelines.
8. Provides technical assistance to customers with regard to appropriate and applicable codes, policies, regulations, contracts and laws.
9. Processes mailings and documents that may require attaching related correspondence or information; select mail to handle personally where the response requires specialized knowledge of the assigned function; identify priority and/or time-sensitive matters; and maintain security and confidentiality.
10. Conducts orientation and/or train co-workers.

STATEMENT OF OTHER JOB DUTIES

SNOHOMISH COUNTY JOB DESCRIPTION

ACCOUNTING TECHNICIAN II - FINANCE

Spec No. 6316

11. Performs related duties as required.

MINIMUM QUALIFICATIONS

An Associate of Arts degree in accounting, business administration or related field; must pass job related tests; PLUS, two (2) years of technical accounting experience. Work related experience may be substituted for the required education on the basis of two (2) years of experience equals one (1) year of education; OR, any equivalent combination of training and/or experience that provides for the required knowledge and abilities. Must pass job related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- specialized accounting principles and practices required by assigned subsystem
- bookkeeping and accounting principles and practices
- basic mathematics
- standard office practices, applications and procedures
- accounting system applications

Ability to:

- implement and apply relevant federal, state and local laws, rules and regulations
- communicate effectively orally and in writing
- operate standard office equipment
- use county standard computer systems and office software and hardware packages
- make arithmetic calculations
- apply and use reconciliation procedures
- clearly explain policies, procedures and schedules
- maintain necessary records and prepare required reports
- organize multiple tasks and priorities
- establish and maintain effective work relationships with superiors, associates, and the general public
- work effectively and contribute to a team environment
- work efficiently under pressure and meet deadlines
- maintain confidentiality of working information
- concentrate on accuracy of details

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.

SNOHOMISH COUNTY JOB DESCRIPTION

ACCOUNTING TECHNICIAN II - FINANCE

Spec No. 6316

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: 1980

Revised: July 1987, February 1993, June 2000

Revised and Retitled: January 2002

Previous Spec No. 740792

EEO Category: 6 – Administrative Support

Pay Grade: 310 – Classified Pay Plan

Workers Comp: 5306 – Non-Hazardous