

SNOHOMISH COUNTY JOB DESCRIPTION

L.G.F.S. TECHNICIAN

Spec No. 6127

BASIC FUNCTION

Verifies daily readiness of financial system and receives, verifies and processes journal vouchers.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Verifies readiness of financial system for daily processing; checks for errors in previous days processing; distributes computer reports and terminates system as appropriate.
2. Sets up daily document upload programs on the personal computer; assists staff members with personal computer training; problem solving and trouble shooting.
3. Receives, verifies and processes journal vouchers for completeness and accuracy; maintains journal voucher log; enters journal vouchers on a computer terminal; photo copies and distributes copies as necessary.
4. Sets up and maintains voucher files and record keeping systems; files and retrieves documents as necessary.
5. Prepares requests for special computer reports as necessary.
6. Enter voucher payable data on a computer terminal or personal computer.

STATEMENT OF OTHER JOB DUTIES

7. Performs related duties as required.

MINIMUM QUALIFICATIONS

An Associate of Arts degree in accounting, business administration or a related field which included one (1) year of personal computer experience working with data base and spreadsheet applications; OR, one (1) year of technical accounting experience which included working with data base and spreadsheet applications; OR, any equivalent combination of training and/or experience which provides the required knowledge and abilities. Must pass job related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- double entry accounting principles and practices;
- basic mathematics;
- standard office practices and procedures;
- personal computers.

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KNOWLEDGE AND ABILITIES (continued)

Ability to:

- work rapidly and accurately with names, numbers and codes;
- concentrate on accuracy of details;
- maintain confidentiality of working information;
- exercise judgment as to when to act independently and when to refer situations to higher authority;
- follow oral and written instructions;
- make arithmetic calculations;
- clearly explain policies, procedures and schedules;
- meet deadlines and cope with interruptions;
- maintain necessary records and prepare required reports;
- communicate effectively both orally and in writing;
- establish and maintain effective work relationships with superiors, associates, and the general public;
- operate standard office equipment.

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: July 1987

Revised: November 1990

Previous Spec No. 741803

EEO Category: 6 – Administrative Support

Pay Grade: 310 – Clerical Pay Plan

Workers Comp: 5306 Non-Hazardous