

# TALLADEGA COUNTY COMMISSION



**DEPARTMENT:** Revenue  
**POSITION:** Accounting Tech  
**GRADE:** Rev E  
**FLSA Classification:** Non- Exempt

**OVERVIEW:** Responsible for performing routine bookkeeping activities including, but not limited to performing daily, weekly, and monthly reconciliations of accounts and receipts. This position works under the supervision of the Accountant.

## **ESSENTIAL FUNCTIONS:**

Under the direction of the Revenue Accounting Specialist, performs the following duties:

- Balances various reports to ledger, including sales tax, ad valorem, motor vehicle tags and other licenses, prepares reports
- Reconciles and balances receipts to ledger, daily and maintains report of same
- Prepares and maintains accounting records, cash books and journals
- Makes bank deposits and ensures security of funds
- Keeps and makes change for Revenue Clerks
- Records and processes all returned checks
- Provides needed information to Revenue Clerks concerning how to balance daily collection reports
- Greets the public and provides information when requested
- Transmits electronic report or otherwise ensures delivery of reports to external agencies or offices as directed by supervisor
- Assists in general office duties as directed by supervisor
- Other duties as assigned from time to time

## **MINIMUM QUALIFICATIONS**

- Associates degree or college-level courses in business or accounting
- Two or more years of demonstrated experience in accounting with experience in cash receipts and disbursements and reconciliation of accounts and ledgers.
- Must be bondable

## **MINIMUM SKILLS AND ABILITIES:**

Must have the following:

- Thorough knowledge of basic bookkeeping principles and general office procedures
- Ability to maintain accurate bookkeeping records using computer programs
- Working knowledge of Microsoft office programs (Excel, Word, etc.)
- Ability to organize, prioritize, manage and carry out duties efficiently and within established timeframes
- Basic knowledge of the function of services within the public sector, preferably within a County structure
- Knowledge in proper controls for handling and accounting for money
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language
- Ability to understand and follow oral and/or written policies, procedures and instruction
- Ability to prepare and present accurate and reliable reports containing findings and recommendations

- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology

### **SUPERVISORY CONTROLS:**

- This position has no supervisory duties.
- This position receives direction from the Chief Accountant which establishes objectives, priorities and deadlines.

### **WORK ENVIRONMENT:**

- This work is performed in a typical office environment with employee sitting at a desk for extended periods of time with intermittent standing and walking; bending; carrying of light items such as papers, books, etc.

### **REQUIRED PHYSICAL ABILITIES:**

Must have the following physical abilities with or without reasonable accommodation:

- Sufficient clarity of speech and hearing or other communication capabilities which permits the employee to communicate effectively
- Sufficient vision or other powers of observation which permits the employee to review a wide variety of materials in electronic or hardcopy form
- Sufficient manual dexterity which permits the employee to operate a personal computer, telephone and related equipment
- Sufficient personal mobility and physical reflexes which permits the employee to function in a general office environment
- Must be able to lift up to 15 lbs.

### **JOB DESCRIPTION ACKNOWLEDGEMENT**

I have received, reviewed and fully understand the job description for **Accounting Tech.** I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_