

PLEASE POST !!!

OPEN POSITION

MONROE COUNTY HUMAN RESOURCE OFFICE IS NOW ACCEPTING APPLICATIONS
FOR THE FOLLOWING POSITION:

9 ACCOUNTING TECH/FLOATER – TAX CLAIM

35 hrs/wk - \$15.8340/hr

Current employees who wish to apply for this position should obtain a bid sheet from the County portal and proceed accordingly.

Notice: If you are offered and accept a position within any County office you will be mandated to provide a Criminal Background Check (<http://epatch.state.pa.us>) at your cost prior to your hire date as a condition of employment.

POSTED: 1/11/2022

REMOVE: 1/17/2022

MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: ACCOUNTING TECHNICIAN

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform general administrative and routine bookkeeping functions for an assigned division or department. Duties and responsibilities include, but are not limited to: processing the payment of invoices and/or purchase orders; balances accounts; maintaining bookkeeping and accounts payable records in support of departmental or division operations; and performing other duties assigned. Duties will vary according to assigned department or division.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Receives, processes and/or finalizes purchase orders and invoices for payment; receives vouchers from departments and matches invoice with appropriate bill and/or purchase voucher; verifies that amounts and information are correct; ensures proper coding of vouchers, purchase orders and other documents; posts invoice information to general ledger; follows up on an rejected or outstanding bills; prepares paid invoice listing and submits to department heads for review.

Counts, balances and totals all monies received and verifies against receipts, records, or other documentation; resolves any discrepancies with appropriate personnel; credits appropriate funds or verifies fund information; routes monies for deposits as appropriate; enters collection and related reports into computerized accounting system; generates and distributes reports to appropriate personnel.

Generates checks from payments received from clients; prepares check registers; prints checks and posts to general ledger; bursts and signs checks according to policy; forwards checks to Treasurer or other authorized individual(s) as required for distribution.

Receives, verifies, and/or reports revenues collected; counts, balances and totals all monies received and verifies against receipts, records, or other documentation; resolves any discrepancies with appropriate personnel; credits appropriate funds or verifies fund information; makes bank deposits as appropriate; enters collection and related reports into computerized accounting system; generates and distributes reports to appropriate personnel.

Maintains county approved vendor listing; retains vendor 1099 file; prints and distributes 1099 forms; establishes departmental and vendor filing system; ensures documentation is current and accurate; organizes and files information for easy access and future reference; transmits records to microfilm or other archive storage as required; purges old information when necessary.

Maintains departmental databases; enters and retrieves information as required; ensures data is accurate and correct; performs computerized inquiries; transmits records to microfilm or other archive storage as required; purges old information when necessary.

Composes, types, and/or prepares correspondence, manual checks, letters, memoranda and documents for assigned department; creates spreadsheets, forms and other documents; prepares specialized daily, monthly, quarterly and annual reports as required; reviews for accuracy and completeness; makes copies, faxes, and/or files for departmental use and future reference.

Greets the public, clients, outside agencies and other county staff as necessary; answers questions and provides information pertaining to specific accounts; resolves conflicts; maintains effective communication with other departments; explains accounting procedures and processes to staff as necessary.

Receives and screens incoming telephone calls; routes calls and/or takes messages as necessary; answers questions from staff, outside agencies, the public or other individuals as necessary; provides information accordingly; assists the public with inquiries regarding specific tax questions.

Maintains office supply inventory for assigned division; ensures proper supplies are available for use by employees; monitors expenditures and allocates expenses accordingly; orders new supplies to replace depleted inventory when required.

Attends meetings, seminars, workshops and other training classes as necessary to keep apprised of changes in legislation and/or current industry trends.

Assists certified public accountants and auditors during annual audit process; conducts research and provides financial information to support departmental records and actions; maintains confidentiality of all records and information.

Performs specialized duties for the Tax Claim Division to include preparing for tax sales; signing tax collector certification sheets; attending public auctions to obtain accurate bidding information; conducting research and preparing mailings for delinquencies and tax sales; entering tax information into specialized computer databases; calculating payment schedules and accepting payments.

Utilizes various office equipment such as adding machine or calculator, personal computer, mainframe, fax machine, typewriter, photocopier, and other equipment as necessary to perform daily duties; uses various accounting software and other commercial software in the preparation of reports and documents; keeps apprised of changes in equipment and software; learns new programs as necessary.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by two (2) years of previous experience and/or training involving accounting, bookkeeping, tax-related, data entry or related required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data including exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of office equipment such as computer, fax machine, photocopier, typewriter, postage machine, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Monroe County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.