

PLEASE POST !!!

OPEN POSITION

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

12 ACCOUNTING SPECIALIST SR. – DOMESTIC RELATIONS
\$18.4758/hr. - 35hrs/wk.

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: 11/19/2025

REMOVE: OPEN UNTIL FILLED

MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: ACCOUNTING TECHNICIAN, SENIOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform general administrative and accounting functions as required by assigned division or department. Duties and responsibilities include, but are not limited to: balancing and reconciling bank statements; preparing daily cash reports; input accounting information into computerized databases; and performing other duties as required. Duties will vary according to assigned division or department.

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.

Distributes work assignments to accounting technicians as required; reviews work for accuracy; answers questions and instructs staff regarding specific work assignments; trains new employees and current staff regarding departmental policies and procedures.

Counts, balances and totals all monies received and verifies against receipts, records, or other documentation; resolves any discrepancies with appropriate personnel; updates receipts to general ledger and credits appropriate funds; prepares bank deposits as appropriate; inputs receivables into computerized accounting system; generates and distributes reports to appropriate personnel.

Reconciles bank statements for the county; reviews numbers and balances accounts; conducts research regarding errors and makes corrections as needed; notifies finance department and/or bank of any discrepancies; maintains files

Prepares petty cash reports as required; ensures proper documentation and receipts are provided by staff for reimbursement of funds; allocates monies to appropriate accounts; submits to controller for reimbursement and check processing.

Receives and processes 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 accounts payable and invoice information to general ledger; follows up on an rejected or outstanding bills; prepares paid invoice listing and submits to department heads for review.

Prepares daily cash statements and reports; maintains balance of all accounts; codes and allocates funds and receipts to appropriate accounts; copies and submits to Controller for processing; maintains complete and accurate files for departmental use.

Generates checks and prepares check registers; prints checks and posts to general ledger; bursts and signs checks according to policy; signs checks in the absence of the Treasurer; forwards checks to Treasurer or other authorized individual(s) as required for distribution; mails all accounts payable checks.

Maintains employee timesheets and attendance records; tracks attendance and use of sick, vacation, holiday and other leave; prepares report and submits to human resources for processing; notifies employees of current leave balances as requested.

Creates investment schedules for departmental use; tracks and accounts for all investments by the county; submits report to authorized individuals; makes copies and files for future reference.

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.

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.

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 one (1) year of previous experience and/or training involving general accounting, bookkeeping and/or administrative experience 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 calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

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 to include calculator, adding machine, computer, typewriter, fax machine, photocopier 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 evaluation of information against measurable or verifiable criteria.

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.