

POSITION DESCRIPTION**ACCOUNTING TECHNICIAN**

Fiscal Services
Administrative Services
Region Ten Community Services Board

CLASSIFICATION TITLE: Accounting Technician

GENERAL STATEMENT OF RESPONSIBILITIES:

This is a FLSA non-exempt position. The incumbent performs clerical and technical work involving the preparation and maintenance of fiscal or related records.

Responsibilities are carried out under the regular supervision of the Fiscal Director. Duties are routine and follow established guidelines and procedures that allow for independent accomplishment of recurring tasks. In carrying out position duties, he/she performs in accordance with standard accounting practices, professional ethics and established Region Ten policies.

The HIPPA access level for this position is Level Two

The essential functions of this job are starred below (*) under "Major duties."

MAJOR DUTIES:

1. *Responsible for accurate and comprehensive record keeping.
2. *Responsible for accurate data entry of all cash receipts postings
3. *Maintain deposit log.
4. *Stamping and stuffing of AP and Payroll checks with appropriate enclosures.
5. *Assist in keying/scanning AP invoices.
6. Payroll documentation in MUNIS
7. *Reading all agency communication (i.e., Ten, the Region Ten newsletter, E-mail, etc.).
8. Bank to GL reconciliations (electronic)
9. Review and document petty cash accounts, bank accounts
10. Contract Billing
11. Other duties as assigned by the Accounting Director.

QUALIFICATIONS:

To ensure the safe and efficient operation of the program, a valid Virginia Driver's License plus an acceptable driving record as issued by the Department of Motor Vehicles are required. For business use of a personal car, a certificate of valid personal automobile insurance must be provided.

The incumbent must possess the following knowledge, skills and abilities:

Knowledge of:

- a. bookkeeping terminology and methods;
- b. standard office practices;
- c. manual and automated alpha and numeric filing systems;
- d. standard English;
- e. basic computational arithmetic; and
- f. computer keyboard entry.

Skills in:

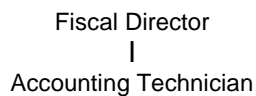
- a. using office machines to include calculator, photocopier, personal computer and keyboard;
- b. arithmetic; and
- c. communication.

Abilities to:

- a. interpret and follow oral and written instructions;
- b. learn new practices, procedures and equipment;
- c. handle multiple tasks while meeting deadlines;
- d. organize and accurately store information for easy access; and
- e. work well with others.

ACCOUNTING TECHNICIAN
Administrative Services – Fiscal Services – Region Ten Community Services Board
Page 2

POSITION ORGANIZATION CHART



GRADE: 6

SCHEDULE: Monday through Friday, 8:30 a.m. to 5:00 p.m.

Position Description Updated: March 5, 2018

I have reviewed this job description and acknowledge the duties as well as the KSA (knowledge, skills, abilities) included in this description. I also understand the performance standards as they apply to this position.

Signature

Name Printed

Date