

**CODE: 8530**

**GRADE: 13**

**THOMAS COUNTY, GEORGIA  
JOB DESCRIPTION**

**JOB TITLE: ACCOUNTING TECHNICIAN  
RANGES AT OAKFIELD**

**GENERAL STATEMENT OF JOB**

Under general supervision, performs technical accounting work for the Ranges at Oakfield. Work involves ensuring customers are properly registered, and charged for shooting range activities selected. Responsible for accounting of all daily sales activities. Ensures all processes conform to Thomas County financial and accounting policies as determined by the County Finance Director. Ranges at Oakfield will be in operation six to seven days a week. Employee will normally work a 40- hour M-F schedule; overtime and weekend work may be required from time to time. Employee's duties assigned under this job title may vary according to the needs of the department and/or proper allocation of workload. Reports to the RSO Manager.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**Essential Job Functions**

Greets and registers customers. Enters customers information on Range financial system. Presents safety video for all new clients and verifies all required paperwork is filled out. Issues ID cards. Answers telephone and stays in radio communication with all range officers. Records shooting totals. Processes payments based on requested activity. Makes appointments for range visits. Balances daily cash reports and processes deposits.

Ensures the cash drawer has appropriate change for next day. Maintains all supplies inventory (office, bathroom and grounds). Operates a variety of office equipment such as computer, calculator, printer, copy machine, fax machine, postage machine, etc. Uses secretarial and clerical supplies, and computer software such as Microsoft *Word*, Microsoft *Excel*, *SmartFusion*, etc.

Interacts and communicates constantly with customers, vendors, immediate supervisor, supervisors from other departments, other employees, and the general public.

**Additional Job Functions**

Performs other related work as may be required from time to time.

**MINIMUM TRAINING AND EXPERIENCE**

A vocational diploma/degree in accounting with two to three years of experience in accounting, bookkeeping, accounts receivable/payable, and/or retail sales work, or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

**ACCOUNTING TECHNICIAN**  
**Ranges at Oakfield**

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED**  
**TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of automated office machines including computers, calculators, printers, copiers, etc. Must be able to exert up to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments and/or directions from supervisors.

**Language Ability:** Requires the ability to read invoices, purchase orders, accounting journals, etc. Requires the ability to prepare reports, correspondence, checks, purchase orders, forms, narrative and statistical reports, etc., using proper format.

**Intelligence:** Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able communicate effectively and efficiently in standard English and government accounting terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; and to determine percentages and decimals.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination and Visual Acuity:** Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

**Physical Communication:** Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

**DISCLAIMER: This job description is not an employment agreement or contract.**  
**Management has the exclusive right to alter this job description at any time without notice.**