

CODE: 1060
GRADE: 13

**THOMAS COUNTY, GEORGIA
JOB DESCRIPTION**

**JOB TITLE: ACCOUNTING TECHNICIAN – ADMINISTRATIVE
FLEET SERVICES DEPARTMENT**

GENERAL STATEMENT OF JOB

Under general supervision, performs routine to moderately complex administrative, secretarial, bookkeeping and clerical work in support of effective and efficient department operations. Work may involve performing basic bookkeeping, clerical work, and record keeping principles. Work may include accounting functions in finance, payroll, benefits and purchasing; providing secretarial support for the staff; managing bank accounts; assisting programs; making copies; sending files; keeping track of reports; and providing professional and courteous assistance to the public. Employee's duties assigned to employees in the job title may vary according to needs of the department and/or proper allocation of workload. Reports to the Fleet Services Director.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Greets visitors to the office and the general public; responds to inquiries and assists in whatever manner necessary. Answers the telephone; screens callers; provides information as requested or forwards calls to appropriate staff; takes messages as necessary. Disseminates information to the public through the telephone or in person. Researches questions for clients, staff, etc. Interacts and communicates with various groups and individuals such as immediate supervisor, supervisors in other departments, repair technicians, co-workers, municipalities, and the general public.

Provides service writer responsibilities for the mechanics.

Performs various bookkeeping tasks as assigned by the Fleet Services Director. Provides staff support in all accounting functional areas as needed. Uses clerical supplies, and computer software such as Microsoft Word, Microsoft Office, Microsoft Excel, Internet, Microsoft Access, CSI financial/payroll software, etc.

Performs data entry into computer systems of pertinent information such as purchase orders, invoices, payroll hours, time cards, employee benefits information etc. correspondence

Operates a variety of office equipment such as computer, printer, copier, telephone, calculator, two-way radio, postage machine, etc.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

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MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma with two to three years of responsible administrative, accounting, bookkeeping or clerical experience, or any equivalent combination of training and experience, which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Must have successfully completed required courses and certification; may be required to possess additional certification(s) as deemed necessary by the County. Must possess a valid Georgia driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve 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 (up to 10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

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 pertinent and vital information to co-workers. Includes the receiving of information and instructions from supervisor.

Language Ability: Requires ability to read a variety of policy and procedure manuals, computer manuals, directories, maps, codes and ordinances, etc. Requires the ability to prepare reports, correspondence, forms, etc. with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form. Requires the ability to learn and understand relatively complex principles and techniques; to make routine independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow verbal and written instructions. Must be able to communicate effectively and efficiently with co-workers and the general public.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

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Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using office machinery.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, 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 stress when confronted with emergency situations or tight deadlines.

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