

DODGE COUNTY  
 TITLE: Account Technician

**DODGE COUNTY  
 TITLE: ACCOUNT TECHNICIAN**

<b>BAND B</b>	<b>GRADE 2</b>	<b>SUBGRADE 3</b>
<b>DIVISION:</b> Administration/Finance	<b>ACCOUNTABLE TO:</b> Finance Director	<b>CLASS CODE:</b> Non-Exempt
<b>PRIMARY LOCATION:</b> Mantorville, MN	<b>NORMAL HOURS:</b> Monday - Friday 8:00 a.m. 4:30 p.m.	<b>DATE OF LATEST REVISION:</b> 8/1/2020

<b>JOB PURPOSE:</b>
Under the procedural control and general supervision of the Finance Director, performs a wide-range combination of administrative duties and clerical accounting functions specializing in finance, payroll and computer finance applications. Must demonstrate competence in advanced principles of accounting.

<b>Duty No.</b>	<b>Essential Duties</b>	<b>Frequency</b>	<b>B/G</b>
1.	Maintains accounting and bookkeeping records and accounts according to county procedures and policies. Provide competent customer service to internal and external customers.		
2.	Inputs daily receipts. Verify and/or research for appropriate account numbers. Reconcile receipts with computer generated reports and Accounting Services Director.		
3.	Audit and process account payables for payment. Verify completeness, accuracy and appropriateness of documents and verifieds to ensure proper coding and payment. Respond to vendor inquiry and correct any problems with payables. Reconcile County records to vendor statements. Prepares audit list of bills for County Board agenda, auditing compliance with internal audit policies.		
4.	Assist in reviewing budget items with supervisor or other departments. Prepare items for budget inclusion and monitoring.		
5.	Assist in preparing payroll reports on a bi-weekly, monthly, quarterly and yearly basis. Assist in reconciling payroll vendor accounts. Maintain confidential records. Assist with county payroll based on county payroll policy and procedures with all deductions in accordance with County, State, and Federal Regulations. Serves as back up to payroll.		
6.	Prepares reports as requested by the Finance Director, County Board and the State Auditors for annual and special audit purposes. Compiles financial data requested by Board or other County representatives, which can include bid opening and analysis.		

DODGE COUNTY

TITLE: Account Technician

7.	Works with the elections administrator by performing tasks related to conducting elections. Tasks include answering questions on elections, assisting with the preparation of election supplies, absentee voting, storage and maintenance of election equipment, assist in the election counting center on election night and other duties as assigned by the election administrator.		
8.	Work on various projects including tax collection, providing tax and property information to the public, post tax payments, and other tasks as assigned. Unclaimed property reporting, 1099 process, and W-9's/1099's for vendors.		
9.	Prepare school reports and County Auditor certificates as requested by the Finance Director for County School Districts and outside agencies.		
10.	Maintain warrant register using computer spreadsheets. Maintain receipt and disbursement registers. Balance bank reconciliations monthly.		
11.	Input Care Center bills for payment. Verify accuracy and completeness on bills and verifieds. Works with Care Center to provide appropriate account codes on bills turned in to ensure proper cost allocation. Prepares audit list of bills for Care Center Board, auditing compliance with internal audit policies. Compile and complete monthly financial statements for Care Center.		
12.	Provide training as needed or requested for county departments so that each department may better use the county's financial systems.		
13.	Maintain cash management plan according to County policies and procedures.		
14.	Assist public in obtaining passports. Answer questions, verify information and forms submitted. Process applications. Maintain certification and training annually to be a passport acceptance facility.		
15.	Clerical support for Administration, answering phones, booking cars and conference rooms, and notary public.		

**MINIMUM QUALIFICATIONS:**

- Associate degree in accounting or related major and three years related experience preferably in the public sector, or an equivalent combination of education and experience.

**KNOWLEDGE/SKILLS/ABILITIES REQUIRED:**

- Knowledge of accounting principles, procedures, and practices sufficient to maintain an accurate accounting of the County's financial and payroll activities on the County Financial and Payroll Systems.
- Knowledge of Public Accounting procedures as they relate to the financial and payroll activities of the County.
- Knowledge of County policy sufficient to explain policy, regulations, and operating procedures to employees.
- Knowledge and comprehension of Computer operations sufficient to enter data, perform backup procedures, print reports, and issue warrants in IFS. Other applications used are Microsoft, Word, Excel, Windows and Lotus 123.
- Knowledge of office procedures and applications sufficient to process legal instruments or other materials in accordance with established routine and departmental policy.
- Ability to establish and maintain effective working relationships with supervisor, co-workers, officials, and the general public.
- Analytical ability to efficiently operate computers, typewriters, calculators, and other specialized equipment.
- Proper use of grammar, accounting principles, and/or mathematical skills to accomplish duties.
- Ability to correctly follow oral and written instructions.
- Ability to exercise critical approach to problem solving, analytical thinking, and independent thinking as it relates to departmental and County procedures, problems, and policy.
- Self-motivated to seek improved methods and techniques, takes initiative in completing department tasks.

**CORE COMPETENCIES OF POSITION:**

- Knowledge of Work Rules. Develops and maintains a thorough working knowledge of all department and applicable jurisdictional policies and procedures in order to help facilitate compliance with such policies and procedures by all staff members.
- Commitment to the Work Group. Develops respectful, cooperative and productive work relationships with co-workers, including the demonstrated willingness to help newer staff so their respective job responsibilities can be performed with confidence as quickly as possible.
- Commitment to Customer Service. Demonstrates by personal example the service quality and integrity expected from all staff members. Represent Dodge County in a professional manner to the general public, employees and other outside contact/constituencies in a manner that helps maintain and enhance Dodge County's reputation as well managed and citizen oriented.
- Communication. Confer regularly with and keep one's immediate supervisor informed of all important matters pertaining to those functions and job responsibilities for which they are accountable.

DODGE COUNTY

TITLE: Account Technician

- Productivity and Work Organization. Demonstrates ability to plan, organize and accomplish work in a timely and effective manner. Report to work location on time and on a regular basis.
- Problem Solving and Decision Making. Exercise good judgment in problem solving, analytical thinking, and independent thinking as it relates to departmental and County procedures, problems, and policy interpretations.
- Safety Rules and Procedures. Know and observe the safety policies and procedures of the County. Perform tasks in a safe and efficient manner while using appropriate safety equipment, clothing, and devices.

**ACCESS TO NOT PUBLIC DATA:**

The employee in this position may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to fulfill the employment responsibility. While data are being accessed, incumbent should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, incumbent must properly store the not public data according to the provisions Ch. 13.

**PHYSICAL ACTIVITIES/REQUIREMENTS:**

Work may involve long periods of sitting. May require stooping, crouching, reaching, standing, walking, fingering, talking, hearing, seeing, and repetitive wrist motion.

**SAFETY POLICY:**

It is the responsibility of every employee of Dodge County to know and observe the safety policies and procedures of the County. Each employee is expected to perform tasks in a safe and efficient manner while using appropriate safety equipment, clothing, and devices.

DODGE COUNTY  
 TITLE: Account Technician  
**Physical, Mental and Environmental Requirements**

**Part I: Physical Requirements**

**Section A**

The physical mobility requirements of this job are to spend:

7.5	hours a day sitting
.5	hours a day standing
	hours a day walking
	hours a day kneeling
	hours a day stooping
	miles a day walked
	feet climbed using a ladder
	feet climbed on an incline
	feet climbed using stairs

**Section B**

The physical effort requirements of this job are

# of pounds lifted	
20	pounds lifted waist high
	pounds lifted shoulder high
	pounds lifted above the head
X	pounds are carried alone
	pounds are carried with someone else
	distance weight must be carried (feet)
	pounds are pushed
	pounds are pulled
	pounds are held

**Section C**

The physical dexterity requirements of this job are to operate:

X	a telephone
X	Computer/electronic equipment
	hand tools
	Electric tools
	Manipulate small objects

**Part II: Sensory Abilities**

The checked items listed below are sensory requirements needed for this job. Items are critical, useful, or not required.

critical	useful	
X		see
	X	distinguish colors
X		hear or listen
		taste
		smell
		touch
X		speak

**Part III: Mental Effort**

The mental efforts required on a daily basis are:

X	reading	X	Analyzing data
X	writing	X	Searching for solutions
X	basic arithmetic	X	Creating methodologies
X	mathematics	X	Conducting research
	weighing and/or measuring	X	Managing resources
X	visualizing conclusions		Evaluating performance of others

**Part IV: Work Environment**

The elements of this job's work environment are (complete all that apply):

	hours a day spent working <b>under time pressure</b>
	hours a day spent working <b>rapidly</b>
100	% of time spent <b>indoors</b>
	% of time spent <b>outdoors</b>
	% of time spent <b>in an automotive vehicle</b>
100	% of time spent <b>at a desk, bench or window</b>
100	% of time spent <b>in an office or control room</b>

X	The condition of the air is <b>clean (controlled)</b>
	The condition of the air is <b>normal/average</b>
	The condition of the air is <b>dusty/dirty</b>
	The condition of the air is <b>wet/humid</b>
	The condition of the air is <b>affected by fumes, smoke etc.</b>

X	The noise level is <b>normal</b>
	The noise level is <b>loud, requiring ear protection</b>
	The surface of the working environment is <b>level</b>
	The surface of the working environment is <b>sloping</b>
	The surface of the working environment is <b>uneven</b>
	The surface of the working environment is <b>slippery</b>

**Part V: Additional Comments:**