

DODGE COUNTY JOB POSTING: Account Technician



We consider all applicants regardless of race, color, religion, creed, gender, sexual orientation, national origin, age, disability, marital status, or any other legally protected status.

POSITION TITLE: Account Technician – Finance

DATE OF CLOSING: Open Until Filled

ACCOUNTABLE TO: Director of Finance

HOURS: Monday - Friday, 8:00 a.m. to 4:30 p.m.

JOB PURPOSE: 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 ability to understand accounting principles.

WAGE RANGE: \$21.43 – \$28.48

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Assist the public with passports, tax payments, and other inquiries. Must be flexible to frequent interruptions caused by customers.
2. Maintains accounting and bookkeeping records and accounts according to county procedures and policies.
2. Input and reconcile daily receipts.
3. Audit and process Accounts Payable.
4. Assist in budget process.
5. Assist in preparing payroll.
6. Prepares various other reports as required.
7. Works with the elections administrator by performing tasks related to conducting elections.
8. Works with the County Finance Director on various projects including tax collection.

JOB REQUIREMENTS: Ability to establish and maintain effective working relationships with supervisor, co-workers, officials, and the general public. Excellent customer service skills required. 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 and takes initiative in completing department tasks.

MINIMUM QUALIFICATIONS: Associates degree in accounting or related major and three years related experience preferably in the public sector, or an equivalent combination of education and experience.

ESSENTIAL FUNCTIONS: Position may include long periods of sitting.

**FOR FURTHER INFORMATION CONCERNING THIS POSITION, PLEASE CONTACT:
DODGE COUNTY EMPLOYEE RELATIONS OFFICE (507) 635-6239
Visit www.co.dodge.mn.us to complete an application.**