



## CLASSIFICATION DESCRIPTION KOOCHICHING COUNTY

### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> Accounting Tech II	<b>Department:</b> Environmental Services	<b>FLSA Status:</b> Non-Exempt
<b>Date:</b> 10/2010	<b>Job Evaluation Assignment</b> B22	<b>Immediate Supervisor's Position Title:</b> Director of Environmental Services

**Job Summary:**

Under the direction of the Director of Environmental Services, the Accounting Technician is responsible for secretarial, accounting and clerical duties for the Department. These duties include: receipting incoming revenue, billing haulers/contractors; screening calls; ordering supplies; recording, collecting, documenting and ordering coupons for all Solid Waste operations; and setting up and maintaining commercial/tax exempt parcels for fee mailings.

### SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Processes tipping fee collections reports, including coupon sales and receipts from the Recycling/Transfer Facility and canister sites. Documents, records, collects and orders and inventories coupons for office sales and vendors in the County. Answers customer questions or refers them to appropriate staff, as appropriate. 25%
2. Performs billing and account receivable duties including such representative tasks as: 40%
  - Prepares and sends billings to garbage haulers and contractors.
  - Processes all incoming revenues and enters receipts into the Treasurer's financial system.
  - Balances cash and receipts with accounting records.
  - Sets up, maintains and updates Excel program for billing of solid waste fees.
  - Answers questions regarding billings, resolves billing issues, completes abatement requests, and sends out collection (reminder) notices.
  - Researches various requests regarding properties and/or garbage volumes
3. Prepares month end reports using Excel from garbage and recycling volumes sent in from canister sites and transfer station. Reports discrepancies to the Director. Creates forms and keeps track of volumes. 5%
4. Sets up and maintains spreadsheet for monthly solid waste management tax for the MN Dept. of Revenue. Submits a report to the Auditor/Treasurer's Office for payment. Maintains financial and accounting statements for the State Auditor's review. Prepares the annual Household Hazardous Waste Report. 10%
5. Prepares and codes all department accounts payable warrants for County Board approval. Monitors expenditures against approved budget line items. Monitors contracts and payments by Board motion. 5%
6. Performs general administrative support and clerical support functions within the department. Assists in making arrangements for special events and handling mailings. Types correspondence, composes letters, orders office supplies, maintains office equipment, prepares and submits ads or media releases, and assists in creating brochures or materials for the web site. 15%

7. Performs other duties of a comparable level/type, as requested by the Environmental Services Director.

**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS**

**EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:**

<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)</b>		
	less than high school diploma	<b>Major field of study or degree emphasis:</b>		
	High school diploma or GED.			
X	1 yr post secondary			2 yrs post secondary
	3 yrs college			4 yrs college
	1st year graduate level	<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b>		
	2nd year graduate level			
		<ul style="list-style-type: none"> <li>• Fundamental understanding of data privacy laws, statutes, regulations, or requirements pertaining to job duties and specific job assignments.</li> <li>• Fundamentals of general office administration, procedures, and office etiquette.</li> <li>• Fundamental understanding of basic accounting and bookkeeping operations and functions, particularly as it pertains to billing of time and services.</li> <li>• Knowledge of the application and use of computers, business productivity software/applications such as, Word, Excel, E-Mail programs and/or specialized accounting applications/systems (e.g. property tax/financial systems/software).</li> <li>• Knowledge of department and county administrative policies and procedures.</li> </ul>		
<b>Required Work Experience in Addition to Formal Education/Training:</b>				
Minimum of 2 year accounting, bookkeeping and office clerical support.				
<b>LICENSE/ CERTIFICATION</b>	<b>Identify licenses/certification required:</b>			
	None required.			

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS	
Titles of Positions Directly Supervised	# of Employees
<b>TOTAL</b>	

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	<b>Total:</b>

<p><b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b></p>	<p><b>Skilled in:</b></p> <ul style="list-style-type: none"> <li>• Generating numerical and activity and financial reports.</li> <li>• Following and applying general; office procedures and customer service etiquette.</li> <li>• Oral and written communications.</li> <li>• Establishing and maintaining effective working relationships with employees, supervisors, department heads, providers, clients, customers and the public.</li> <li>• Learning, creating and using spreadsheets and databases.</li> <li>• Applying billing procedures and operations to bill vendors, contractors, haulers, or customers services or fees.</li> <li>• Apply to learn and apply judgment in examining financial and service records to determine and identify discrepancies, billing requirements or problems with accounts.</li> <li>• Recording, posting, receipting and monitoring account balances and client information.</li> <li>• Performing work activities with precision, attention to detail, and accuracy within established time requirements.</li> <li>• Organizing, tracking and monitoring accounts, budgets, and billings in accordance with the applicable policies, procedures, and guidelines.</li> <li>• Learning, using and applying accounting programs, departmental applications and systems.</li> <li>• Learning and applying solid waste regulations and/or taxes appropriately.</li> </ul>
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<p><b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i></p>	<p><b>Unusual or hazardous working conditions related to performance of duties:</b></p> <p>Duties are performed in a typical County office setting where the nature of job assignments exposes the individual employee to minimum environmental or physical hazards and risks associated with performing the essential functions of the work.</p>
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<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>				
<b>Employee is required to:</b>	<b>Never</b>	<b>1-33% Occasionally</b>	<b>34-66% Frequently</b>	<b>66-100% Continuously</b>
<b>Stand</b>			X	
<b>Walk</b>			X	
<b>Sit</b>			X	
<b>Use hands dexterously (use fingers to handle, feel)</b>			X	
<b>Reach with hands and arms</b>		X		
<b>Climb or balance</b>	X			
<b>Stoop/kneel/crouch or crawl</b>		X		
<b>Talk or hear</b>				X
<b>Taste or smell</b>	X			
<b>Physical (Lift &amp; carry): up to 10 pounds</b>				X
<b>up to 25 pounds</b>		X		
<b>up to 50 pounds</b>	X			
<b>up to 100 pounds</b>	X			

<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>
<b>Physical requirements associated with the position can be best summarized as follows:</b>
<b>Light Work:</b> Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.

**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

<b>This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.</b>
<b>Classification History: B22</b>
<b>Date Board Adopted: October 26, 2010 2010/10-33 Job Study</b>