



“Let your opportunities grow with Tehama County!”

Accounting Technician III EXTRA HELP

JOB DESCRIPTION

POSITION DETAILS

ABOUT THE DIVISION:

The staff of the Fiscal and Support Services Center is responsible to provide all administrative and accounting functions for the Agency. We take pride in providing these services in the most efficient and effective manner possible to insure the maximum number of dollars are available for clinical services for the residents of Tehama County.

DESCRIPTION:

Performs technical and detailed accounting work required to produce and maintain centralized accounting operations; maintains County financial accounts and records and assists in the preparation of financial reports and analyses; provides responsible technical and clerical accounting support to professional staff; and performs related work as required.

EXAMPLE OF DUTIES:

Performs complex clerical and accounting duties involving the preparation, maintenance, and/or processing of accounting transactions or documents | Maintains, audits, verifies, corrects, and reconciles a variety of accounts, reports, journals, budgets, or related fiscal or statistical data | Audits and verifies information for compliance with rules and regulations | Processes claims, invoices, purchase orders, payments, contracts, and bids, including maintaining complete and accurate records, auditing progress payments | Prepares a variety of tax forms, calculations, and distributions, monitor health insurance data, grant applications, and special reports | Balances financial information system controls; balances and posts cash receipts, payments, and registers; and balances various other statistical and financial transactions with source documents and controls | Interprets and applies Federal, State, and local laws and regulations concerning financial and statistical transactions and reports | Provides information to the public, external agencies, institutions, or County staff that requires the use of judgment and the interpretation of rules or procedures; meets with the public to obtain data, interpret information, and answer questions; prepares correspondence independently to answer questions, request information, or provide explanations | Performs a variety of general office support work such as organizing and maintaining various files, typing correspondence, reports, forms, and specialized documents; proofreads and checks materials for accuracy, completeness, and compliance with County and department policies and regulations | Prepares and maintains computerized financial spreadsheets on a personal computer for ledgers and statistical records; prepares reports summarizing information and financial records | Performs related duties as assigned

KNOWLEDGE OF:

Terminology and practices of financial and accounting document processing and record keeping, including payroll, accounts payable, accounts receivable, and purchasing | Basic principles and practices of fund accounting and public agency budgeting | Computerized finance systems and computer software and systems related to accounting processes | Applicable Federal, State, County, Department, and Division laws, regulations, codes, policies, and procedures | Principles and practices of auditing payroll, accounts receivable, and other accounting and finance documents | Modern office practices, methods, and computer equipment | Computer applications related to work, including word processing and spreadsheet software

ABILITY TO:

Perform detailed accounting and financial office support work accurately and in a timely manner | Enter and retrieve data from a computer program with accuracy and speed necessary to complete essential functions of the position | Perform responsible and difficult account entry and record keeping work | Analyze data and draw logical conclusions; identify and troubleshoot problems | Learn prescribed formulas for calculation and reconciliation of assigned functions; perform mathematical calculations with speed and accuracy | Exercise discretion with sensitive and confidential information and documents | Organize own work, set priorities, and meet critical time deadlines | Establish and maintain effective working relationships with those contacted on the job | Make sound, educated decisions

EDUCATION & EXPERIENCE:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to completion of the twelfth (12th) grade, and four (4) years of increasingly responsible accounting experience, preferably with a government agency.

Other combinations of education and experience may be considered.

LICENSE & SPECIAL REQUIREMENTS:

- Requires a valid California driver's license.

PHYSICAL REQUIREMENTS:

Mobility to work in a standard office setting and use standard office equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a keyboard or calculator and to operate standard office equipment. Occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Possess the ability to lift, carry, push, and pull materials and objects, up to 30 pounds, as necessary to perform job functions.

WORKING CONDITIONS:

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

POSITION

Site: Health Services Agency

Job Type: **EXTRA HELP**

EXTENDED - Application Deadline:
5 PM on December 14, 2018

Tehama County is establishing an eligibility list to fill future full-time vacancies for an Accounting Technician III, as well as subsequent vacancies which occur during the life of the eligibility list.

SALARY

(A-E Steps)

Range 57: **\$16.78/hr. – \$20.45/hr.**

Salary Effective 12/1/18

Range 57: **\$17.12/hr. – \$20.86/hr.**

Annual salary step increases (A-E) based upon satisfactory performance and completion of one (1) year and 2,080 hours.



BENEFITS

This is an Extra Help position, therefore does not qualify for benefits.

APPLICATION PROCEDURE

To apply, scan this QR code with your QR code reader app – Search this job title – Click Apply in the top right corner!



Or visit [www.https://www.governmentjobs.com/careers/tehama](https://www.governmentjobs.com/careers/tehama)

For questions about this recruitment contact:

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