

Code: 1355

Title: FINANCIAL OPERATIONS TECHNICIAN - CENTRAL FINANCE

SUMMARY: Reviews, verifies and processes accounts payable and/or payroll documentation, Time and Attendance Forms (TAF), Personnel Action Forms (PAF), invoices and claims for payment to Pima County vendors, employees and other claim holders. This classification is unique to the county's central Finance Department.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Reviews and verifies accounts payable and/or payroll documentation from manual or automated sources ensuring accuracy in calculation, coding and adherence to Pima County policies and procedures;

Keys data into database that results in payment to vendors, employees or other claim holders;

Acts as a liaison with County departments, employees and vendors by researching and providing responses to inquiries on invoices;

Researches, verifies and processes problem invoices and lost warrants;

Prepares stop payments and reissues warrants when appropriate;

Reviews and reconciles daily batch control and input control sheets for the accounting resources management systems;

Researches, verifies and posts adjustments for discrepancies identified on daily batch input controls;

Responds to inquiries from county departments, employees and vendors relative to issuance of warrants for payroll, goods and services provided to County departments;

May prepare cost transfers;

May train other less experienced department personnel in the accounting activities of the work unit.

KNOWLEDGE & SKILLS:

Knowledge of:

- general accounting and bookkeeping principles;
- county Finance and Risk Management Department operating policies and procedures;
- county manual and automated accounting systems and software programs;
- principles and practices of customer service;
- county administrative and procurement policies and procedures.

Skill in:

- preparing, verifying, proofreading and reconciling accounting documentation;
- making arithmetic calculations with speed and accuracy;
- accurately entering data into computer systems;
- providing customer service to the work unit, county personnel and outside sources;
- applying county procurement and accounting policies and procedures.

MINIMUM QUALIFICATIONS:

EITHER:

(1) An Associate's degree from an accredited college or university with a major in accounting or a closely related field as identified by the appointing authority and two years of experience performing accounting or bookkeeping clerical duties related to accounts payable or payroll processing.

(Additional relevant education from an accredited college or university /experience may be substituted)

OR:

(2) Four years of experience performing accounting or bookkeeping clerical duties related to accounts payable or payroll processing.

OTHER REQUIREMENTS:

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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