



Fluvanna County, Virginia
Department of Finance
Job Description

FINANCIAL SERVICES TECHNICIAN

Job Class #:	1321
Pay Grade:	11
Category:	Full-time (with benefits)
FLSA Status:	Non-Exempt
Reports To:	Deputy County Administrator / Director of Finance

SUMMARY

Performs intermediate technical work involving the reviewing, preparing, processing and reconciling accounts payable, billing, accounts receivable and related records; does related work as required, as well as cross train for other financial functions. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS

Processing accounts payable; posting and reconciling accounts; processing billing and reconciling accounts; preparing accounting records and files.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Verifies coding and approval on invoices; inputs invoices on system from generated purchase orders.
- Verifies accounts payable invoice entry for accuracy; posts accounts payable to general ledger and verifies accuracy of posted batches; balances batches with program totals.
- Loads and prints accounts payable checks; runs register and various reports; prepares checks for mailing; files, checks, documents and reports; prepares accounts payable schedule.
- Troubleshoots problems with financial software system.
- Prepares, processes and maintains a variety of financial reports; assists with the preparation of budget documents.
- Answers telephone; greets visitors; responds to complaints and inquiries.
- Receives and processes incoming and outgoing mail.
- Process various revenues; reviews and reconciles various revenue and expenditure accounts.
- Reviews aging of customer accounts and reconciles to general ledger; reviews and edits and posts to general ledger; prints statements and related reports.
- Provides assistance to outside auditors by preparing work papers and financial reports as required.
- Determines accounts payable procedures and associated internal controls.
- Processes and reconciles 1099's.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of accounts payable, billing and bookkeeping terminology and methods; general knowledge of routine accounting principles and practices as related to the accounts payable process; thorough knowledge of standard office procedures, practices and equipment; ability to maintain complex financial records and to prepare financial reports accurately; ability to understand and follow complex oral and written instructions; ability to establish and maintain effective working relationships with associates, vendors and the general public.

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

Any combination of education and experience equivalent to an associate’s degree with major course work in bookkeeping, accounting or related field and a minimum of one (1) year of experience involving the maintenance of payroll, financial or statistical records.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

POST OFFER REQUIREMENTS

Background check

Department Head Recommended:	HR Manager Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
			June 2, 2014