

**JOB TITLE**

Accounting Technician

**DEPARTMENT**

Finance

**JOB SUMMARY**

This position is responsible for assisting with the accounts payable process for the county and for providing support to the Administrative Office in the absence of the Administrative Clerk.

**MAJOR DUTIES**

- Copies documents, sends and receives faxes, and files records.
- Assists with accounts payable function: codes invoices, enters data into computer, and balances totals.
- Pays invoices and reconciles vendor statements
- Enters cash receipts for all county departments; balances receipts against printout.
- Answers the telephone and receives visitors; provides information; directs visitors to various county offices and personnel as needed.
- Sorts and distributes mail; prepares receipts.
- Operates postage meter to process mail as needed.
- Performs related duties.

**KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of county purchasing policies and procedures.
- Knowledge of modern office practices and procedures.
- Knowledge of computerized systems for the maintenance of financial and inventory records.
- Knowledge of general accounting and bookkeeping practices.
- Knowledge of inventory control methods and practices.
- Skill in mathematical computation.
- Skill in bookkeeping and records maintenance.
- Skill in using computers, standard business application software, and other office equipment.
- Skill in operating such office equipment as a calculator, copier, and facsimile machine.
- Skill in oral and written communication.

**SUPERVISORY CONTROLS**

The Finance Director assigns work in terms of general instructions. Completed work is spot-checked for accuracy, compliance with instructions and procedures, and the nature and propriety of the final results.

**GUIDELINES**

Guidelines include standard bookkeeping practices, the county purchasing ordinance, and county policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

**COMPLEXITY/SCOPE OF WORK**

- The work consists of related bookkeeping and data entry duties. Frequent interruptions and time constraints contribute to the complexity of the position.
- The purpose of this position is to assist with the procurement function for the county. Successful

performance facilitates the purchasing process and helps ensure timely vendor payments.

## CONTACTS

- Contacts are typically with co-workers, other county employees, vendors, and the general public.
- Contacts are typically to provide services.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting, standing, or walking.
- The work is typically performed in an office.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

## MINIMUM QUALIFICATIONS

- Ability to read, write, and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

Qualified persons may apply at  
BALDWIN COUNTY BOARD OF COMMISSIONERS OFFICE  
1601 North Columbia St, Suite 230  
Milledgeville, GA 31061

Applications may be downloaded from our website, [WWW.BALDWINCOUNTYGA.COM/HR/PAGE/JOB-APPLICATION](http://WWW.BALDWINCOUNTYGA.COM/HR/PAGE/JOB-APPLICATION) and e-mailed to [jobs@baldwincountyga.com](mailto:jobs@baldwincountyga.com)

BALDWIN COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE, GENDER IDENTITY, OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES.

APPLICATIONS WILL BE ACCEPTED UNTIL JOB FILLED  
BALDWIN COUNTY, GA. EQUAL OPPORTUNITY EMPLOYER

Salary – Depending on Experience & Education