

# Cascade County

## Job Vacancy Announcement

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| <b>Position: Accounting Technician</b>   | <b>Closing Date: May 20, 2013</b> |
| <b>County Department: Montana ExpoPark</b>   | <b>Dept. Admin.: Lisa Bracco</b>  |
| <b>Type of Position: Full-Time</b>   | <b>Salary: \$10.35 per hour</b>   |
|  | <b>Must Join Teamsters Union</b>  |
| Applications available at Cascade County Human Resources Department, <a href="http://www.cascadecountymt.gov">www.cascadecountymt.gov</a> or Job Service.<br>All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date. |                                   |

### POSITION DESCRIPTION

The Accounting Technician acts as a paraprofessional to accounting and fiscal professionals by performing assigned accounting practices to assist with fundamental accounting and regular fiscal procedures; performs a wide variety of administrative support and detailed technical accounting; performs department specific tasks and related work as required.

### JOB REQUIREMENTS

**Knowledge and understanding of:** tasks requiring knowledge of the accounting system and program requirements to determine how to process documents and balance accounts; carrying out tasks, methods, procedures and/or computations, which are for the most part covered by established procedures or guidelines.

**Skills in:** Techniques and methods used in reconciliation of accounts; automated accounting systems and/or appropriate accounting software; bookkeeping practices sufficient to record debits and credits; invoices, requisitions, and similar forms and documentation used in purchasing; accounting principles and procedures; standard office equipment such as computer terminals, copy machines and calculators.

**Ability to:** Interpret, apply and explain laws, rules and regulations; search for, select and compile/summarize data and information; handle a variety of administrative support tasks under fixed time deadlines, and respond promptly to requests for service and assistance from the public and various office personnel; write clearly and informatively; communicate effectively with others both verbally and in writing; collect and organize accounting data and interpret its significance; prepare accurate reports; present numerical data effectively and identify discrepancies in the data and make corrections and deals with frequent change, delays or unexpected events.

### EDUCATION AND EXPERIENCE

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience. At a minimum, all qualified applicants must have an Associate's Degree in accounting and two (2) years accounting or bookkeeping experience or any equivalent combination of education and experience totaling two (2) years.

*The successful applicant must serve a 6 month probationary period, join the Teamsters Union, and may have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the County.*

**Notice to Applicants:** Applicants who are claiming Veteran's or Handicap Preference **must** provide a DD-214 Discharge Document and Employment Preference Form or DPHHS Handicap Certification with their application for employment so Cascade County may apply the preference during the selection process.

**Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.**