

**BANNOCK COUNTY**  
**CLASS SPECIFICATION**

**ACCOUNTS RECEIVABLE TECHNICIAN  
/DEPUTY AUDITOR**

Department: Clerk/Auditor  
FLSA Designation: Non-Exempt

Pay Grade: 7  
Effective Date: 10/04, 8/09

**Purpose of Class**

Processes daily deposits and provides accounting services for County departments; performs related work as required.

**Primary Function**

The principal function of an employee in this class is to process daily deposits from County departments and maintain accounts, perform advanced accounting support duties and records maintenance, and provide customer service. An Accounts Receivable Technician must possess accounting, clerical, and customer service skills; he/she has acquired knowledge of department functions through on-the-job experience and functions as a department-related specialist with a good working knowledge of department policies and procedures. The work is performed under the supervision of the Comptroller/Senior Deputy Auditor, although some latitude is granted for independent judgment using standard practices to resolve customer issues or correct procedures. The principal duties of this class are performed in a general office environment.

**Essential Duties and Responsibilities** (will vary by assignment)

- Prepares auditor's certificates to accompany deposits of funds to Treasurers office;
- Prepares auditors warrant to remit revenues to taxing districts;
- Receives, reviews, codes Treasurers tax collection and remittance reports, prepares auditors certificates and disburses taxes to taxing districts;
- Receives and audits cash reports from County offices, prepares auditor's certificate and disburses to State Treasurer, Transportation and State Tax Commission;
- Provides information for the preparation of annual financial and County budget statements;
- Attends annual land sale, receives and disburses revenue to taxing districts and assures delivery of tax deeds;
- Audits all County offices petty cash;
- Prepares, distributes and maintains a variety of documents, reports, correspondence, log sheets, applications, and related documents;
- Maintains files, logs and other records utilizing the computer;
- Provides data entry services, faxing, typing, and filing in support of department functions;

- Performs all work duties and activities in accordance with County policies, procedures and safety practices.

### **Other Duties and Responsibilities**

- Performs other related duties as required.

### **Competency Requirements**

Knowledge of:

- Operation of standard office equipment, including a personal computer and job-related software applications;
- County taxation laws, policies and procedures;
- Customer service procedures, techniques, and objectives;
- English grammar, spelling, punctuation, and composition;
- Current office practices and procedures;
- Advanced accounting, bookkeeping, budgetary, cash handling record keeping practices and procedures.

Ability to:

- Comprehend financial terminology and reports;
- Interpret and apply guidelines, rules, regulations and laws as they apply to financial matters;
- Evaluate and analyze customer needs to provide exceptional customer service;
- Explain department functions thoroughly to provide general information and explain detailed department processes and procedures;
- Explain regulatory compliance issues related to the assigned department's function;
- Maintain records efficiently and accurately and to prepare clear and concise reports;
- Research technical information and data and prepare recommendations and reports;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Follow written and oral instructions;
- Respond courteously to customer inquiries, which are sometimes controversial or adversarial;
- Work well under pressure;
- Type accurately;
- Operate standard office equipment and a personal computer including program applications appropriate to assigned duties;
- Maintain effective working relationships with other County employees, supervisory personnel, local elected officials and the public;
- Communicate effectively both orally and in writing.

**Acceptable Experience and Training**

- High school diploma or GED equivalency with additional college, in service or professional workshop coursework in accounting, bookkeeping or related field is required; bachelor's degree in related field is preferred;
- Three (3) to five (5) years accounting experience, preferably in a municipal office position; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and to communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare and review documents and process them in a prescribed order, and organize documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer, cash register, and standard office equipment;
- Sufficient personal mobility, flexibility, agility, and balance, with or without reasonable accommodation, which permits the employee to work in an office environment.