



JOB DESCRIPTION

Bedford County
Bedford, PA

Job Title: Fiscal Technician

Reports to: Director of Finance

Status: Full-time

Classification: Non-Exempt

Pay Scale/Grade/Salary: Approved by Salary Board

JOB SUMMARY

Performs professional accounting tasks; coordinates all aspects of the Finance Department in the absence of the Director of Finance. Assists the Director of Finance with accounting tasks and daily operations of the Finance office.

ESSENTIAL FUNCTIONS (Illustrative Only)

1. Process and reconcile invoices and posts corresponding entries.
2. Make entries on account payable, cash, and revenue journals.
3. Classify and check invoices for accuracy and completeness prior to payment.
4. Makes suggestions to the Director for new processes or improvements that can help enhance operating procedures of the finance department.
5. Balance daily disbursements and prepare reports, as necessary.
6. Responsible for billing different offices and organizations for incurred expenses and assuring these payments are being received by the county.
7. Responsible for the operations of the county's purchasing system in the absence of the Director.
8. Operate the accounting computer system.
9. Answer office inquiries with written and verbal correspondence in a professional and timely manner.
10. Works closely with Director of Finance in tracking actual budget spending.
11. Maintains knowledge and assures compliance with fiscal policies and procedures for the County and all Collective Bargaining Agreements.
12. Acts as a backup to the HR Department for Payroll Processing.

COMPETENCY

To perform the job successfully, an individual should demonstrate the following competencies:

1. **Interpersonal Skills** – Maintains confidentiality; listens to others without interrupting, keeps emotions under control; remains open to others' ideas.
2. **Oral Communication** – Speaks clearly and persuasively in positive or negative situations.
3. **Written Communication** – Writes clearly and informatively; edits work for spelling and grammar; presents numerical data effectively; able to read and interpret written information.
4. **Teamwork** – Balances team and individual responsibilities; exhibits objectivity and openness to others; contributes to building a positive team spirit.
5. **Professionalism** – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
6. **Quality** – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
7. **Judgement** – Exhibits sound and accurate judgement; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

8. **Adaptability** – Changes approach or method to best fit the situation; able to deal with frequent change, delays or unexpected events.
9. **Innovation** – Displays original thinking and creativity; generates suggestions for improving work; develops innovative approaches and ideas.
10. **Accountability** – Ability to take responsibility for decisions made in the course of a task, job or project.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. **Education and/or Experience** – Associate Degree in Accounting, Business Administration, Public Administration, or related field. CPA preferred. 1-3 years of previous experience in bookkeeping or accounting preferred.
2. **Language Skills** – Ability to read, analyze, and interpret financial documents.
3. **Computer Skills** – To perform this job successfully, an individual should have knowledge of Microsoft Office Suite, proficiency in Excel a plus; Adobe Acrobat software; payroll systems, specifically Munis.
4. **Additional Skills** – Knowledge of accounting principles.
5. **Confidentiality** – Must keep all information confidential.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit; use hands and fingers; feel, talk, and hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand and walk. The employee must be able to lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision and ability to adjust focus.

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

WORK ENVIRONMENT

While performing the duties of this job, the employee is mostly working in an office environment.

SPECIAL NEEDS

Must have a valid driver's license and be able to travel if required to attend meetings and seminars.

This job description does not imply that these are the only duties to be performed. Employees occupying this position will be required to follow any other job-related instructions and to perform any other job-related duties requested by the Department Heads. Furthermore, this does not establish a contract for employment and is subject to change at the discretion of the employer.

By signing this I acknowledge that I can perform all of the essential functions and duties described in this job description

Received by: Signed: _____ Date: _____

Print name: _____

Revised December 2021