



## Job Description

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<b>TITLE:</b> Finance Technician	<b>JOB CODE:</b> 3320
<b>DEPARTMENT:</b> Finance	<b>FLSA:</b> Non-Exempt
<b>PREPARED:</b> October 09, 2007	<b>FLSA CLASS:</b> Professional
<b>UPDATED:</b> April 11, 2022	<b>WORK LOCATION:</b> Aztec, NM
	<b>REMOTE WORK ELIGIBLE:</b> NO

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**Summary:** Under general supervision, performs a broad range of accounting duties to ensure that financial transactions of the County are properly recorded and reported. The function of the position includes assisting in the County's payroll department on a bi-weekly basis.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Prepares journal entries.
- Assists external auditors.
- Maintains required records, reports, and files in an organized manner.
- Prepares invoices and processes payments for accounts receivable.
- Records daily miscellaneous cash receipts and ensures 100% compliance with 24-hour deposit rule.
- Reconciles several account balances during month and year end.
- Assists with Vendor File maintenance.
- Assists with Finance Department document retention.
- Assists with preparing the annual budget documents and Comprehensive Annual Financial Report.
- Updates the tax interface with the Treasurer's office on a monthly basis.
- Prepares new signature cards for bank accounts when needed.
- Reviews daily bank statements and prepares daily journal entries and ensures all transactions adequately clear the County's system.
- Works closely with Riverview Golf Course to book their daily activity into the County's system.
- Performs a variety of clerical duties, such as covering the phones and preparing correspondence.
- Assist with review of timecards for completeness and accuracy on a bi-weekly basis under the direction of the County's Payroll Supervisor
- Serves as backup Payroll Clerk or additional payroll clerk when deemed necessary.
- May serve on various employee committees, as required or assigned.
- Performs other related duties as assigned.

### Required Knowledge and Skills:

- Knowledge of County and Department policies and procedures.
- Knowledge of Generally Accepted Accounting Principles, 2CR200 Uniform Grant Guidance, and Governmental Accounting Standards Board (GASB) requirements.
- Knowledge of principles and practices related to payroll process.
- Skill in collecting and analyzing information and preparing clear, concise and accurate reports.
- Skill in operating a personal computer and software applications including MS Word, Excel, Access, and payroll/finance system.
- Skill in working independently and as a team member.

**Job Description**

Finance Technician

- Skill in communicating effectively, both orally and in writing.
- Skill in establishing effective working relationships with elected officials, County staff, co-workers and the general public.
- Skill in organizing and prioritizing to meet established deadlines.
- Ability to be very discrete in handling sensitive and confidential information.
- Ability to meet deadlines under pressure.

**Education and Experience:**

- Associates Degree in accounting, finance, or closely related field and two (2) years of accounting experience. Governmental accounting experience preferred.
- Experience with payroll functions, preferred.
- Valid State of New Mexico Driver’s license or able to obtain within six (6) months of employment.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling and lifting such as retrieving files, records, and reports.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County’s electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

**Equipment and Tools Utilized:**

- Equipment utilized includes computerized and conventional office equipment.

**Approvals:**

<b>Employee:</b>	_____	<b>Date:</b>	_____
<b>Supervisor</b>	_____	<b>Date:</b>	_____
<b>Department Head:</b>	_____	<b>Date:</b>	_____