

# **EATON COUNTY ROAD COMMISSION JOB DESCRIPTION**

**JOB TITLE:** Accounting Technician

**REPORTS TO:** Finance Director/Clerk of the Board

**POSITION SUMMARY:**

Under the supervision of the Finance Director/Clerk of the Board, performs a wide variety of accounting tasks including maintaining accounts payable and preparing payroll and payroll related taxes and reports. Maintains fixed assets and equipment inventory and related insurance and rental rate updates. Performs a variety of other office and bookkeeping tasks as directed by the Finance Director/Clerk of the Board.

**EXAMPLES OF DUTIES:**

1. Reviews employee input into the time reporting system, including allocation of hours worked and equipment and materials used.
2. Maintains employee information, including withholding and payroll deduction forms.
3. Uses road material tickets to post and compute job costs and maintains road material accounts.
4. Tracks and updates employee benefits including vacation, personal leave, sick and longevity.
5. Tracks and updates employee sick and accident benefits and calculates related FICA deductions.
6. Remits payments and/or prepares applicable reports for payroll items such as life insurance, credit union, union dues, retirement, social security, child support, deferred compensation, and others as necessary.
7. Processes vendor invoices and statements to ensure that all invoices are accounted for correctly and paid in a timely manner and within the necessary time period to take available discounts.
8. Prepares all Federal and State payroll tax returns and reports, including Form W-2.
9. Prepares payroll, accounts payable and equipment related reports as requested by internal users throughout the organization.
10. Maintains road equipment and related depreciation records. Updates insurance listing for new equipment purchases.
11. Sets up and maintains accounts payable, payroll, and fixed asset files.
12. Performs duties of other office staff when required due to absences, including managing incoming calls and welcoming visitors.

13. Performs other duties as directed.

The duties stated above are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not to be construed as an exhaustive list of all duties and responsibilities which might be assigned to personnel so classified.

**ESSENTIAL JOB ELEMENTS AND PHYSICAL DEMANDS (ADA):**

- Physical Mobility - Ability to be mobile in an office setting.
- Vision and Sight - Ability to read instructions, directions, and similar written information in letters, memoranda, forms and other documents.
- Hearing/Speaking - Ability to converse orally with standard telephones and radios to receive and communicate information to employees and the public.
- Agility/Movement - Ability to lift, push, pull, and manipulate equipment, supplies and other objects weighing upwards to 20 pounds.

**DESIRABLE QUALIFICATIONS:**

Associate's Degree, or equivalent education, and three years responsible office services experience, including payroll and accounting assignments and ability to deal with employees and the public tactfully and courteously.

Skill in the use of office equipment and technology, including Microsoft Suite applications, the Road Commission's financial system and other programs utilized in financial and administrative operations.

**EMPLOYMENT STATUS:**

It is the policy of the Road Commission that all employees in this job classification are employed at the will of the Road Commission and may resign or be dismissed with or without cause or notice at any time during employment.